Board of Commissioners Meeting Memorandum

Date:

May 16, 2007

From:

Rebecca Carter, Director of Regulatory Compliance

Subject: INDIANA BUSINESS COLLEGE - ALL LOCATIONS

**NEW DEGREE APPLICATIONS** 

#### **Staff Recommendation**

The commission staff recommends that Indiana Business College be granted the authority to award the Associate of Applied Science degree and the Bachelor of Science degree in the following programs at the following campus locations with the stipulation that the Instructor Qualification Record forms be submitted for the Elkhart campus when the faculty members are hired:

AAS - Accounting:

Anderson, Columbus, Elkhart, Evansville, Fort Wayne,

Indianapolis, Lafayette, Marion, Muncie, Northwest, &

**Terre Haute** 

BS - Accounting:

Evansville, Indianapolis, Muncie & Terre Haute

BS – Hospitality Restaurant Management:

Indianapolis

#### **Background Information**

Indiana Business College is nationally accredited by the Accrediting Council for Independent Colleges and Schools (ACICS).

The associate of applied science degree consists of 115-117 quarter-credit hours of training; over 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4.

The bachelor's of science degree programs consist of 103 and 187 quarter-credit hours of training respectively. All but one faculty member holds a master's degree. The one individual who does not, holds a bachelor's degree plus a minimum of ten years experience in the subjects he is teaching

#### **Supportive Documentation**

- 1. Degree Application
- 2. Instructor Qualification Record forms (except for Elkhart)

# DEGREE APPLICATION (New or Renewal program)

Use to Name of Institution	Indiana Bu	advance to the next field, or select a field usiness College – Anderson, Colum	ıbus, Elkhart, Evar	nsville, Ft. Wayne,	
-	1110	dianapolis, Lafayette, Marion, Munc	ie, Northwest & Te	erre naute	
Name of Program	Accounting				
Level of Degree (AAS	S, AS, AA, I	BAS, BA, BS, MBA, MAS, MA,	MS, Ph.D.)	AAS	
Name of Person Prep	aring this F	orm K	imberli J. Zornes	S	
Telephone Number	_	317-656-4732	Applicat	ion Type	
Date the Form was Pi	repared _	April 24, 2007	⊠ New	Renewal	
		escribe what the program is order to accomplish the obje	_	chieve and	
This program is desig	This program is designed to provide specific preparation for private and public accounting as				
well as the advanced	areas of ge	eneral accounting. Graduates a	are prepared for	positions in	
private business, pub	<u>ic accounti</u>	ng, and government. The prog	ram provides ar	n excellent	
foundation for the stu	dents to be	gin a career in cost accounting	tay accounting	or internal	

auditing.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGE	RAM:	Accounting				
TOTAL COURSE	HOURS:	115-117	Check one:	Quarter H	lours	
				Semester	Hours	
				Clock Hou	ırs	
LENGTH OF PRO	GRAM:	18 Months	TUITION:	\$18,660		
SPECIALTY COU	RSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC101	ACCOUN	NTING I			5	
ACC102	ACCOU	NTING II			5	
ACC105	PAYROL	L/10 KEY			5	
ACC107	INCOME	TAX			5	
ACC115	COMPU	TERIZED ACCOUNTING	G		5	
ACC201	ACCOU	NTING III			5	,
ACC202	COST A	CCOUNTING			5	
ACC230	AUDITIN	G			5	
BUS100	PRINCIP	LES OF BUSINESS			5	
BUS230	BUSINE	SS OFFICE PROCEDU	RES		5	
BUS260	CAREER	RDEVELOPMENT		<u>-</u>	2	
COM206	COMMU	NICATION II			5	,
CPU200	COMPU	TERS AND OFFICE AU	TOMATION		4	
CPU212	WORD F	PROCESSING	,		4	
CPU220	SPREAD	SHEETS			4	
CSS105	STRATE	GIES FOR SUCCESS		******	5	
FIN200	INTROD	UCTION TO FINANCE			5	
INT299	INTERN	SHIP OR BUSINESS EL	ECTIVE		3-5	
KEY101	KEYBOA	RDING I			3	

#### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
LEG101	BUSINESS LAW	5
MAT105	BUSINESS MATH	5
MGT200	MANAGEMENT	5
		•
GENERAL EDUC	ATION / LIBERAL ARTS COURSES:	
Course	Course	Course
Number	<u>Title</u>	<u>Hours</u>
BUS205	ECONOMICS	5
COM105	COMMUNICATION I	_5
SPC101	PRESENTATION SKILLS	5
<del></del> ,		
	100-	
	Clock Hrs. in Specialty: 102 / Percenta Clock Hrs. in General Courses: 15 / Percenta	
	CICCIC FIRS. III OCIICIAI OCUISES	ye. <u>13/6</u>
If applicable: Number of Credit/0	Clock Hrs. in Liberal Arts: / Percenta	ge:

### III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

#### 2. Number of volumes of professional material:

There are 56 volumes currently housed in the resource room.

Indiana Business College also provides online library resources through Library
Information Resources Network, Inc. These services currently provide resources from
Infotrac Search bank: Business and Company Resource Center with PROMT and
Newsletters, Computer Database, seven selected Custom Newspapers, Expanded
Academic ASAP, General Business File ASAP, Health and Wellness Resources Center,
Health Reference Center Academic, Literature Resource Center, Newsletters ASAP,
Opposing Viewpoints Resources Center, and the Student Resource Center-Gold;
ProQuest Direct: ABI/INFORM Dateline, ABI/INFORM Global, ABI/INFORM Trade &
Industry, Psychology Journals, and ProQuest General Reference (Research Library Core
plus 15 subject modules); The Electric Library (selected periodicals, reference books,
maps, pictures, newspapers from around the world, and transcripts of news and public
affairs broadcast); and Bowker's Books in Print.

#### 3. Number of professional periodicals subscribed to:

The college currently subscribes to 6 professional periodicals which are available in the library.

#### 4. Other library facilities in close geographical proximity for student access:

The Allen County Library is located downtown with various branches throughout the city and county. The Dupont branch is 3 miles from the campus.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

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IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10 Full-time	: 3	Part-time:	7
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arms, Larry	EDS	35	1	7		х
Crites, Chris	MBA	12	3	2		Х
Fry, Marcy	AAS	6	2	0		Х
Gibson, Chad	MBA	12	3	0		Х
Godfrey, Joan	BS	14	10	6	Х	
Nalywaiko, Jill	ВА	2	1.5	0	Х	
Nichols, Kimberly	BS	3	1.5	3		Х
Shank, Cheryl	BS	22	1	1		Х
White, Tammy	MBA	16	1.5	0		Х
		·				

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Arms		James	Larry	
	(Last)		(First)	(Middle)	
NAME OF I	NSTITUTIO	ON: Indiana Bus	iness College-Anderson C	ampus	
		Names of C	Courses Taught:	3	: :
Business M	ath				
Fundament	als of Com	munication			
Psychology		·	·		
Presentation	n Skills			-	
Customer S	ervice				
			- Augustus A	·	
·	······				
**************************************					
	**************************************			Period of A	ttendance
Source of Training/E	ducation	Location	Area or Subject of Training/Education	From:	To:
Ball State Univ	ersity	Muncie, Indiana	BS in Elementary Ed	1967	1971
Ball State Univ	ersity	Muncie, Indiana	MA in Elementary Ed	1971	1973
Ball State Univ	versity	Muncie, Indiana	ED S in Education	1975	1981
Indiana Unive		Bloomington, Indiana	Work toward Doctorate	1990	1993
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Anderson Con Schools	nmunity	Anderson, Indiana	Elementary Teacher	1971	1978
Anderson Con Schools	nmunity	Anderson, Indiana	School Principal	1979	1999
Anderson Con Schools	nmunity	Anderson, Indiana	Director of Secondary Ed	1999	2001

School Principal

2001

2003

Anderson Community

Anderson, Indiana

Schools

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

**CRS Consulting** 

Profit Key International

**Great Marketing Ideas** 

Crites

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Chris

(First)

Allen

(Middle)

2005

2002

2002

2005

2002

2003

		•	3.00 an	
NAME OF INSTITUTION	DN: Indiana Busin	ess College — Ande	x 2011	
	Names of Co	ourses Taught:		- Mar u.s. was an man
Accounting I, Accounting	ng II, Cost Accounting			
Spreadsheets				
Communication I				
Database				
Economics				
Fundamentals of e-bus	iness			
Software Integration				
Word Processing				
	1			
Source of		Audine British is	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of Maryland University College	Adelphi, Maryland	BS in Business & Mgment	1989	1994
American Intercontinental University	Hoffman Estates, Illinois	MBA-Business Admin MBA-Marketing	2003	2004
Certificates for complétion of Education Methods	Indianapolis, Indiana	"Working With Difficult Students"	2005	2005
Applicable		Exact Nature of	Employment Period	
Experience	Location	Experience	From:	To:
Office IT Manager	Church of God Headquarters, Anderson,	Authored database program, setup network	1994	1996

Highlands Ranch, CO

New Hampshire

lowa

**Educational & Business** 

Consulting

Software Design

Account Rep.

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME.

Applicable

Experience

Pacific Institute

Indiana Business College

Indiana Business College

Location

Anderson

Anderson

Anderson

En

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Indiana Bu	isiness College — Ande	•	
i two transactions				
the state of the s	- Names of	Courses Taught:		
BUS260 Career Devel	lopment			
INT129 Internship				
Annual Control of the				
				······································
Source of		Area or Subject of	Period of	\ttendance
Training/Education	Location	Training/Education	From:	To:
Indiana Business College	Anderson	Office Management	9/1991	3/1994
The Cornerstone for Building Your Best	Indianapolis	In-Service		
Managing the Adult Instructional Process			4/21/06	4/21/06
	Indianapolis	In-Service	7/14/06	7/14/06
DISC VICTOR PROSESSION AND ADMINISTRATION OF THE PROSESSION AND ADMINISTRATION ADMINISTRATION ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION AND ADMINISTRATION ADMINISTRATION AND ADMINISTRAT	Anderson	In-Service	8/4/06	8/4/06
Applicable			Employme	

**Exact Nature of** 

Administrative Assistant

Cerificate on in-service

Experience

Director of Career

Services

Marcus Fres 1/11/07

From:

3/1994

6/2006

8/1998

To:

6/2006

Present

8/1998

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:

Finish Line

Solutions

H&R Block

Line

General Manager of Finish

Meridian Document

Indianapolis, IN

Indianapolis, IN

Bloomington, IN

Kokomo, IN

Use the <fab> key to advance to the next field, or select a field by clicking the cursor.

Chad

(Last)		(First)		
NAME OF INSTITUTI	ON: Indiana E	Business College - Ann	endon	
	Names o	f Courses Taught:		
Word Processing				
Business Communical	tion			
Sales				
Marketing				
Payroll/10 Key				
Database				dassa an
Computers and Office	Automation			-
Business Law				
Source of	· 11	Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncie, IN	BS in Psychology	1992	1999
Indiana Wesleyan University	Marion, IN	MBA	1999	2003
CBSD Module B-4	Anderson, IN	Develop A Lesson Plan Training for Student	2005	2000
Finish Line Manager In Training Program	Indianapolis, IN	Coursework for Management	2004	2004
Applicable		Exact Nature of	Employme	
Experience	Location	Experience	From:	To:

Financial Accounting

Store Operations

Account Executive

Asst. District Manager

From:

2003

1999

To:

2004

2002

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:

Godfrey

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Joan

Sandra

(Last)	(First)	(Middle)
NAME OF INSTITUTION:	Indiana Business College — 👂	nderson
	-Names of Courses Taught:	
Fundamentals of Communication	on -	
Presentation Skills		
Communications II		
Strategies for Success		
Customer Service	•	
Keyboarding I		
Keyboarding II		
Business Office Procedures		

Source of	######################################	Anna an Ordana at all	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of Wisconsin	Madison, WI	Elementary Education/Communications	9/66	6/70
Brown College of Court Reporting	Atlanta, GA	stenography; legal procedures and	9/77	12/79
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Roadway Global Air	Indianapolis, IN	customer service; data entry; international billing	4/94	12/95
USA Group	Indianapolis, IN	supervisory; clerical; data entry; quality control	1/92	11/93
Anderson Community Schools	Anderson, IN	administrative assistant to superintendent	8/84	2/87
Amtrak	Beech Grove, IN	stenographer for labor		

Joan S. Soffrey

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:	<u>Nalywaiko</u>	Jill.	Ann
	(Last)	(First)	(Middle)
NAME OF INSTITUTION:		Indiana Business College — 🕈	mdenson
		Names of Courses Taught:	
Communic	cation 103 and 105		
Customer	Service		
Word Prod	essing		
Computers	s and Office Automa	tion	
Keyboardi	ng I, II, and III		
Strategies	for Success		
Career De	velopment		
Presentati	on Skills		,

		No. 1 Could be a few of the second se	Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Manage the Adult Instructional Process	IBC Anderson Campus	Improve teaching methods with adult students	7-17-2006	
Microsoft Word	self-taught	MS Word 2003 Expert Certification	9-12-2005	
The Pacific Institute	Indianapolis, IN	TPI strategies of positive thinking and growth	7-21-2005	7-23-2005
Taylor University	Upland, IN	BA in English	8-1998	5-2002
		A NATIONAL PROPERTY OF A SAME SHAPE	AVELOVALED OF	garanta arasa.
   Applicable		Frank Natura at	Employme	nt Period
Experience	Location	Exact Nature of Experience	From:	To:
Taylor University Career Development Ofc.	Upland, IN	Assisted students with resumes, interviewing	9-2000	5-2002
Brookville Comm. Schools	Brookville, OH	Tutored elementary and middle school children	2-2004	3-2004
SpringHill Camp 39	Freetown, IN	Taught horseback riding to campers	Summer 2002	Summer 2003

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:	Nichols		Kimberly		Bolick	
	(Last)		(First)	(Middle)		
NAME OF IN	ISTITUTIO	ON: Indiana Busin	ness College-Anderson	Campus		
· · · · · · · · · · · · · · · · · · ·		Names of Co	ourses Taught:			
Math Fundan	nentals	*	de la la company de la company			
Fundamental	s of Math	j.				
Spreadsheet						
Computers a	nd Office	Automation				
				44	·	
				- All All All All All All All All All Al		
		, , , , , , , , , , , , , , , , , , , ,		······································		
Source of		The control of the co	Aven ou Cribbant - E	Period of A	Attendance	
Training/Edu Virginia Polytech	cation	Location	Area or Subject of Training/Education	From:	To:	
Institute and Sta	te	Blacksburg, Va	BS in Electrical Engineering	1978	1983	
Indiana Busines Education Metho	ods	Anderson, IN	"Motivational Classroom" "INSPIRE Net Training"	2006	2006	
Microsoft Office Certification	Expert	Indianapolis, IN	Expert in Excel	2006	2006	
				P. 17 4 4 1 1 4 2 5 5 1 7 7		
Applicable			Exact Nature of	Employme	nt Period	
Experience		Location	Experience	From:	To:	
Department of the Phillips Colleges	ne Navy (aka	New London, Conneticut	Electronics Engineer	1983	1990	
Parks Junior Col Dental Systems	llege)	Aurora, CO	Part time Instructor	1990	1992	
Integration		Middletown, IN	Computer Engineer	2001	2004	

### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:	Shank		Cheryl	Lynn	
•	(Last)		(First)	(Middle)	
NAME OF	INSTITUTIO	ON: Indiana B	usiness College - And	enson	
-		Names of	f Courses Taught:		
Communic	ation I				
Marketing					
Manageme	ent				
Principles	of Business				
Advertising					
***************************************	·	·			
Source of			Area or Subject of	Period of A	Attendance
Training/E	ducation	Location	Training/Education	From:	To:
Anderson Un	Iversity	Anderson, IN	BS in Organizational Leadership	1999	2001
Ball State Un	iversity	Muncie, IN	courses toward degree	1967	1968
				-	
	Transition of the Control			ER SEASON COM	25,616. 6 99.
Applicable	<b>a</b> .		Exact Nature of	Employme	nt Period
Experienc		Location	Experience	From:	To:
Anderson Un	iversity	Anderson, IN	Director of Conference and Performance Events	1988	present
L. Strauss		Indianapolis, IN	Manager, Castleton Branch	1986	1988

#### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

NAME:

National City Bank

Anderson, IN

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

**Tammy** 

(Last)		(First)		(Middle)		
NAME OF INSTITUTION	ON: Indiana B	Indiana Business College — Anderson				
	Names o	f Courses Taught:		4		
Math Fundamentals						
Communication I			· · · · · · · · · · · · · · · · · · ·			
Fundamentals of Math			mananananananananananananananananananan			
·		NOTION 2-3-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-				
			Period of A	Handanca		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:		
Florida A & M	Tallahassee, FL	coursework toward degree	1986	1987		
Ball State University	Muncie, IN	BS in General Business	1987	1990		
Butler University	Indianapolis, IN	MBA	1992	1998		
CBSD Module B-4	Anderson, IN	Completed workshop in methods "Develop a	2006	2006		
			Employmo	nt Dorigel		
Applicable Experience	Location	Exact Nature of Experience	Employme From:	To:		
	Anderson		2005			
National City Bank		Part time teller	-	present		
Fifth Third Bank	Lawrence, IN	Banking Center Manager	1999	2002		
Peoples Bank & Trust	Indianapolis, IN	Sales Manager II	1998	1999		

Branch Manager II

1990

1997

#### **COLUMBUS:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	4	Part-time:	3
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check Full- time	one: Part- time
Crader Dianne	MEd	7	1	7	tinio	Х
Darlage Vincent	BS	6	5	0	Х	
Hodapp David	BS	14	1	0		Х
Moss Charlotte	BS	18	2	0	Х	
Sanders Debbie	BS	5	7	5	Х	
Snoddy Jennifer	BS	4	1	4	Х	
Renee Vires	BS	2	.25	.25		Х

NAME:

Crader

# INDIANA COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

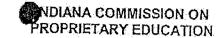
Dianne

(Last)	·	(First)	(Middle)	
NAME OF INSTITUT	ION: Indiana	Business College - Col	z sidan	
		of Courses Taught:		e e e e e e e e e e e e e e e e e e e
Communications—CC	2 / 10/10/00/00/00/00/00/00/00/00/00/00/00/0			The state of the state of
	MIDD, OCIMEOU		W	
			•	
				· · · · · · · · · · · · · · · · · · ·
Personal Control of the Control of t	- Annual -			
	- Hamilton			
		:		
Source of		,	Period of	
Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ashland University	Columbus, OH	Education	1999	
Ohio State University	Newark, OH	Education	9/1994	2003
Ashland University	Columbus, OH	Masters In Education	2003	6/1998
				2005
Applicable	and the second s	Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Jennings County Schools Bartholomew County	North Vernon, IN	Substitute Teachers	02/2006	Present
Schools County	Columbus, IN	Teacher	08/2005	11/2005
Southwest Licking Schools	Peteskala, OH	Teacher	8/2004	6/2005
Millersport Elementary	Millersport, OH	Teacher	12/1999	6/2004

NAME:

Darlage

(Last)





Neal

(Middle)

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Vincent

(First)

NAME OF INSTITU	ΓΙΟΝ: Indiana	a Business College $-\mathcal{L}_{o}$	7, udan	
		of Courses Taught:	_	See 14 12 198
Accounting I				* ************************************
Intermediate Accoun	ting I (classroom an	d online)		
Economics				
Business Math				
Spreadsheets				
	407 11110		Walter Control of the	
			······································	
Source of		Area or Subject of	Period of	Attendance
Training/Education	Location	Training/Education	From:	To:
NAU	Online	Business	01/02/06	Present
Indiana University	Bloomington, IN	Accounting	1992	1994
			-	
Applicable Experience	Location	Exact Nature of	Employme	nt Period
Royalty Companies		Experience	From:	To:
Regal Industries	Seymour, IN	Accounting	2000	2001
Maxim Trucks	Crothersville, IN	Sales, Marketing	1999	2000
E&C Companies	Scipio, IN	Accounting Management, Customer	1997	1999
The state of the s	Columbus, IN	Service	1995	1997

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:	Hodapp		David	<u>J.</u>	
	(Last)		(First)	(Middle)	
NAME OF IN	ISTITUTI	ON: Indiana	Business College - Colw	mbus	
t garage	£ 2.128	Names	of Courses Taught:		Markey !
MGT200					
BUS203	, - 20112 1		4		7
3 <del></del>					
			To a grave and the second seco	······································	
<del>Carried Carried Control</del>	···		T-850-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1		
<u> </u>					····
V-W/L-71		Manual responsibility of the second s			
·	<del></del>				
1					· · · · · · · · · · · · · · · · · · ·
Source of			Area or Subject of	Period of A	Attendance
Training/Edu	ıcation	Location	Training/Education	From:	To:
Ball State Unive	rsity	Muncie, IN	BA, Marketing, Sales, Promotion	9/1988	12/1991
illemannya, vermannya				*	1 10/1001
			1		
		<b>4. .</b>	1		7
:	The second secon			Employme	
Applicable		array of the state	Exact Nature of		The same of the sa
Experience		Location	Experience	From:	To:
Centra Credit Ur	nion	Columbus, IN	Financial	2/2006	Present
Acra Automotive		Columbus, IN	Sales, Accounting, Inventory, Customer	12/1995	11/2005
Farm Bureau Ins	surance	Columbus, IN	Sales, Customer Service	1/1992	12/1998
	**************************************		The second secon	1	10,1200

Hospital

Columbus,In



# INDIANA COMMISSION ON PROPRIETARY EDUCATION



### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Moss			Charlotte	Lynn	
•	(Last)			(First)	(Middle)	
NAME OF I	NSTITUTI	ON: India	ana Busin	ess College – 🖒 🕠	mbus	
30.00					• • • • • • • • • • • • • • • • • • •	
		新M 機 Nam	es of Co	ourses Taught: ;		
Anatomy an	d Physiolo	gy I & II				
Customer S	ervice					
Pathophysic	logy		Par managaran da			
MOA						
Medical Ten	minolgy					
Pharmacolo						
1 77.2377120000	9).	New York		<del></del>		
<del></del>	T	and the second s	<del>V </del>			
<del></del>		The state of the s	Kurimulianinininininininininininininininininin			
	····		i			
Source of				Area or Subject of	Period of A	Attendance
Training/Ed	ucation	Location		Training/Education	From:	To:
Indiana Wesley	/an	Columbus, IN		Bachelors DegreeBusiness	2001	2003
modia ireac)	1411	Colamous, IX	······································	Associate' Degree	2001	2003
IUPUC	·····	Columbus, IN		General Studies	1990	1996
IVYTech		Columbus, IN		Practical Nursing Technical Certificate	1980	1981
				7 SOLITIOS. OCIAINOCE	1000	
	en veren eren		5205 FBX F	la Merceus de Nobel Sulvación		
				The state of the s	Employme	
Applicable				Exact Nature of		
Experience		Location		Experience	From:	To:
Tara Trealment	Center	Franklin, In		nurse and counselor	1988	2004
Quinco		Columbus,In		mental health technician	1992	1992
Koala		Columbus,In		LPN	1984	1988
Columbus Regi	onal					

LPN

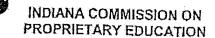
1981

1984

NAME:

Sanders

(Last)



### INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

Use the <lab> key to advance to the next field, or select a field by clicking the cursor.

Deborah

Mae

(Last)		(First)		
NAME OF INSTITUT	ION: Indiana Bi	Jsiness College - Colu	mbus	
		Courses Taught:		
Keyboarding 1, 2, 3		A STATE OF THE STA		
Principles of Busines	s	e Landing Colonia Colo		
Com 105				The state of the s
Strategies for Succes	S	The state of the s	**************************************	
		Annual	h	
				and the second s
			***************************************	
			M10-31-44	anonnompto
Source of		Area or Subject of	Period of	Attendance
Training/Education Southeast Missouri State	Location	Training/Education	From:	To:
University Value 1	Cape Girardeau, MO	Bachelor of Science In Business Education	9-68	5-73
			•	
			C-000 24-00-00-00-00-00-00-00-00-00-00-00-00-00	(E.E.) (1) (1) (1) (1) (1) (1)
Applicable	P. Colonia	Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
Substitute Teacher	Nashville, TN	Substituted in grades 1-12	9-94	3-99
Substitute Teacher	Portageville, MO	Substituted in grades 1-12	9-82	5-85
Teacher Administrative	St. Louis, MO	Taught business classes at a Private Business	9-77	5-80
Support/Payrell Officer	Jefferson City, MO	Provided support and prepared payroll for State	5-80	2-82

NAME:

Snoddy

(Last)



### INDIANA COMMISSION ON PROPRIETARY EDUCATION

#### N 1

Rebecca

(Middle)

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Jennifer

(First)

NAME OF INSTITUTION: Indiana Business College - (s)wmbus								
	∴ Names of C	ourses Taught:						
KEY 101 - Keyboarding One								
CPU 200 - Computers	& Office Automation							
CPU 212 - Word Proce	essing							
CPU 230 - Database								
MAT 095 / MAT 102 - I	Fundamentals of Mather	matics						
**************************************								
			, , , , , , , , , , , , , , , , , , , ,					
Source of		Area or Subject of	Period of A	\ttendance				
Training/Education	Location	Training/Education	From:	To:				
Indiana State University	Terre Haute, Indiana	Radio - Tv - Film / Computer Science	08/93	12/2000				
Microsoft Office Specialist - Master Instructor	Certification							
one programme descriptions			SECTION AND SECTIO	Antonist (CA) Est C				
Applicable		Exact Nature of	Employme	nt Period				
Experience	Location	Experience	From:	To:				
Ivy Tech State College	Тепе Haute, Indiana	Instructor	Sept. 01	Sept. 03				
Manpower Staffing	Terre Haute, Indiana	Trainer	Aug. 2000	Aug. 2002				
Clay Community Schools	Brazil, Indiana	Software Technician / Trainer	Sept. 2002	Aug. 2005				

	V	Ц	Α	D	т	
_	rv		~	$\mathbf{r}$		

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor. \*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: Full-time: Part-time:	
--	--

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
( uprimo dicar o raci)	Lamou	п оробину			tillio	time
	Faculty w	ill be hired in Au to teach in the r	ugust-Septer new program	mber 2007		
	-				_	
			1			
	ļ				l	}

#### **EVANSVILLE:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # Of Faculty in the Program. It Fun-time. 6 Fart-time. 5	Total # of Faculty in the Program:	11	Full-time:	6	Part-time:	5
--	------------------------------------	----	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Brinkman, Lorena	BS	31	9			Х
Carpenter, John	BS	9	8		Х	
Crowe, Lindsey	MBA	6	1			Х
Elkin, Leslie	BS	14	2.5		Х	
Ettensohn, Tracie	BS	16	10		Х	
Harper-Sperry, Angela	BS	22	6			Х
King, Mark	MS	14	6	13	Χ	
Malana, Bonifacio	MBA	26	9 months			Х
Riley, Patrick	MBA	28	10	2.5	X	
Smith, Gerald	MBA	25	2			Х
Walton, Amanda	MS	8	2		Х	

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Brinkman

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Lorena

(Last)	-	(First)	(Middle)				
NAME OF INSTITUTION							
Names of Courses Taught:							
Payroll/10 Key							
	***************************************						
				· ·			
-							
		· · · · · · · · · · · · · · · · · · ·	<del> </del>				
				· · · · · · · · · · · · · · · · · · ·			
-							
			Period of A	Attendance			
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:			
Oakland City University	Oakland City, IN	Organizational  Management	8/1994	5/1996			
Lockyear Business College	Evansville, IN	Elementary Accounting	6/1964	6/1965			
-							
				l			
Applicable		Exact Nature of	Employme	nt Period			
Experience	Location	Experience	From:	To:			
Warrick Co. Dept. of Economic Development	Booneville, IN	Development Assistant	6/2003	Present			
Geiger Transfer and Storage	Evansville, IN	Office Manager Accountant	10/1997	12/2002			
HLS Pharmacy	Evansville, IN	Accountant	8/1995	9/1996			
,o i namaoy	Evanovino, IIV	/ toodantant	0, 1000	0,1000			

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Miller Planting

Evnasville, IN

Malana

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Bonifacio

(Last)		(First)	(Middle)		
NAME OF INSTITUTION: Indiana Business College - Evansville					
	Names o	of Courses Taught:			
Management;					
				<del></del>	
C		Anna an Cultivat of	Period of A	Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ohio Institute of Technology	Columbus, OH	BS in Electronics Engineering Technology	1/77	3/81	
Ashland University	Ashland, OH	MBA	3/84	5/86	
,					
			Charles College AV Street		
Applicable		Exact Nature of	Employme	nt Period	
Experience	Location	Experience	From:	To:	
Whirlpool Corp	Various	Engineering, marketing, ops, purchasing, mgt.	3/81	10/99	
Wolf appliance Co.	Madison, WI	Supply chain mgt.	10/99	3/03	
ASA Consulting	Evansville, IN	Operations consulting	3/03	8/06	

Supply chain mgt.

8/06

present

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Carpenter

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

John

C.

(Last)		(First)		(Middle)			
NAME OF INSTITUTION	ON: Indiana Bu	Indiana Business College - Evansville					
Names of Courses Taught:							
Computers and Office Automation; Word Processing; Spreadsheets; Business Math							
	-			<u>,                                      </u>			
	-						
	<del></del>						
Source of		Area or Subject of	Period of A	ttendance			
Training/Education	Location	Training/Education	From:	To:			
Southwest Baptist University	Bolivar, MO	BS Computer Science	8/1992	5/1997			
University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present			
Applicable		Exact Nature of	Employme	nt Period			
Experience	Location	Experience	From:	To:			
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999			

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

**Applicable** 

**Experience** 

Old National Bank

Old National Bank

First United Bank

Location

Evansville, IN

Evansville, IN

Madisonville, KY

Crowe

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Lindsey

(First)

(Middle)

**Employment Period** 

To:

9/2006

5/2005

8/2000

From:

5/2005

8/2003

5/2000

NAME OF INSTITUTION: Indiana Business College - Evansville							
	Names of Courses Taught:						
Principles of Business;	Communication II; Sprea	adsheets; Business Math	; Economics;				
Business Law							
				·			
	T	1	T				
Source of		Area or Subject of	Period of A	ttendance			
Training/Education	Location	Training/Education	From:	To:			
University of So. Ind	Evansville, IN	Masters of Business	1/2003	5/2005			
Kentucky Wesleyan Coll.	Owensboro, KY	BS Business Administration	8/2001	12/2003			
Madisonville Com Coll.	Madisonville, KY	Business	1/2000	5/2000			
University of So. Ind	Evansville, IN	Occupational Therapy	8/1999	12/1999			

**Exact Nature of** 

Post Closing Specialist

**Experience** 

Loan Processor

Teller/receptionist

#### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

NAME:

Lady Foot Locker

Evansville and FL

Elkin

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Leslie

(Last)		(First)	(Middle)				
NAME OF INSTITUTION	ME OF INSTITUTION: Indiana Business College - Evansville						
	Names of	Courses Taught:		j			
Principles of Business	Business Office Proc	edures; Communication II;	Strategies for	Success;			
Keyboarding I; Busine	ss Math; Management	; Economics; Communicati	on I				
	····		· · · · · · · · · · · · · · · · · · ·				
	Nana-re-						
			Period of A	Attendance			
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:			
University of Southern Indiana	Evansville, IN	Business Administration	8/1995	5/1999			
			Employme	** C * 30 7 *** *** *** *** *** *** *** *** ***			
Applicable Experience	Location	Exact Nature of Experience	From:	To:			
Old National Bank	Evansville, IN	Mortgage processing	10/2002	6/2005			
Florida Tan Center	Evansville, IN	Sales associate	10/2002	12/2004			
Bank of America	St. Petersburg, FL	Mortgage processing	10/2000	10/2002			

Manager

10/1993

10/2000

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Ettensohn

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Tracie

Renee

(Last) (First)		(First)	(Middle)						
NAME OF INSTITUTION	N: Indiana Busine								
Names of Courses Taught:									
Career Development	Career Development								
		5							
-	· · · · · · · · · · · · · · · · · · ·								
10, 3744									
· · · · · · · · · · · · · · · · · · ·		-							
			Period of A	ttendance					
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:					
Indiana Business College	Indianapolis, IN	Quarterly Seminars on Career Development	2000	Present					
Murray State University	Murray, KY	Merchandising/Marketing	1987	1991					
	-								
	20 (20)	The state of the s							
Applicable		Exact Nature of	Employme	nt Period					
Experience	Location	Experience Instructor for Career	From:	То:					
Indiana Business College	Evansville, IN	Development	2000	Present					
Indiana Business College	Evansville, IN	Associate Director of Admissions	1997	2000					
KMart Corp	Henderson, KY	Management	1991	1997					

#### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

NAME:

Harper-Sperry

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Angela

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	N: Indiana Busin	ess College - Evansville		
	Names of Co	Taushti		-
	Names of Go	urses Taught:		
Accounting I; Accounting	ng II; Income Tax; Comp	uterized Accounting; Acc	ounting III	
<del></del>				
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	То:
University of Southern Indiana	Evansville, IN	BS Management BS Accounting	8/1985 8/1985	5/1988 12/1987
Southeastern Illinois College	Harrisburg, IL	AS Accounting	1/1983	5/1985
			WELL STORY	
Applicable		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Experience	From:	To:
The Rehabilitation Center	Evansville, IN	Oversee all Accounts	1987	Present
National City Bank	Norris City, IL	Teller	1985	1987
National City State Bank	Norris City, IL	Teller/Bookkeeper	1983	1985
			1	1

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME: King		Mark	A. (Middle)		
(Last)		(First)			
NAME OF INSTITUT	ION: Indiana B	usiness College - Evansville	**		
	Names of	Courses Taught:			
Principles of Busines	s; Computers and Offic	ce Automation; Word Proces	sing; Spreads	sheets;	
Economics; Presenta	tion Skills				
				<del></del>	
· · · · · · · · · · · · · · · · · · ·					
			Period of A	Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
University of Southern Indiana	Evansville, IN	Business Education	6/1999	5/2001	
Indiana State University	Terre Haute, IN	Sports Administration	1/1990	5/1992	
Indiana State University	Terre Haute, IN	Business Administration	8/1984	1/1990	
				4 D 1	
Applicable		Exact Nature of	Employme		
Experience Evansville Vanderburgh	Location	Experience	From:	To:	
School Corporation	Evansville, IN	Teaching	2001	2003	
Allied Sports	Evansville, IN	Management, Supervision	1995	1998	
Greater Clark County Schools	Jeffersonville, IN	Special Education Assistant	1993	1995	
		1	1	1	

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Riley

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Patrick

Michael

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana	Indiana Business College - Evansville			
	Names (	of Courses Taught:			
Accounting I; Accounti	ng II; Payroll/10 Key	y; Income Tax; Computerized	Accounting;		
Accounting III; Busines	ss Law; Business M	ath			
	China				
	*.				
	<del>-</del>				
		A O		Period of Attendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:	
University of Southern Indiana	Evansville, IN	BS Accounting	1970	1973	
University of Evansville	Evansville, IN	MBA Business	1976	1980	
		and a many parameters of the control	Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Arkla Industries	Evansville, IN	Budget Manager	1973	1978	
Peabody Coal Company	Evansville, IN	Accounting Manager	1978	1995	

#### INSTRUCTOR'S QUALIFICATION RECORD

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#### Please TYPE the form.

NAME:

Smith

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Gerald

	(Last)		(First)	(Middle)	
	NAME OF INSTITUTIO	N: Indiana Busi	ness College - Evansville		
Names of Courses Taught:					
	Duainaga Laur				
•	Business Law				
	<del> </del>				
				<del> </del>	
•				¥ · · · · · · · · · · · · · · · · · · ·	
				Period of A	.ttendance
	Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
	Bellarmine University	Louisville, KY	MBA Management	5/82	5/86
	St. Bonaventure University	St. Bonaventure, NY	BA Liberal Arts	9/62	6/66
				2.54%	
	Applicable		Exact Nature of	Employme	nt Period
	Experience	Location	Experience	From:	To:
	Champion Lab. Sales Mgt	Albion, IL	Managed acct. base	2001	2004
	Champion lab	1		1	1
		Albion, IL	Dev. Bus. Plan	1997	2001
	Premier Autoware	Albion, IL Louisville, Ky	Dev. Bus. Plan Salesman	1997 1996	2001 1997

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:

Walton

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Amanda

(Last)		(First)	(Middle)			
NAME OF INSTITUTION	ON: Indiana Busir	Indiana Business College - Evansville				
	Names of Co	ourses Taught:				
Communication II; Key	/boarding I; Business La	w; Management; Present	ation Skills			
<del></del>						
		,				
Source of		Area or Subject of	Period of Attendance			
Training/Education	Location	Training/Education	From:	То:		
Oakland City University	Oakland City, IN	MS in Management	1/2002	9/2003		
University of Southern Indiana	Evansville, IN	Communications & Advertising	8/1995	5/1999		
			1 2 m			
			Employme	nt Period		
Applicable Experience		Exact Nature of				
Experience	Location	Experience	From:	To:		
Old National Bank	Location  Evansville, IN		From: 7/2003	<b>To:</b> 9/2005		
•		Experience  Mortgage loan closing &				

#### **FORT WAYNE:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program: 10	Full-time:	5	Part-time:	5
---------------------------------------	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check one:	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Kathy Bleeke	BS	13	21/2	3		Х
Allan Bowman	MS	7	1 mos	1	Х	
Dave Brown	MS	10	3 mos	5		Х
Lynda Hatfield	ВА	13	.7	4	Х	
Thomas Hathaway	MPA	27	1 mos	8	Х	
Michael Lewis	BS	25	3	0	Х	
Christine Rathburn	JD	5	1	4		Х
Sherri Renz	MBA	3	11/2	2	Х	
Dan Sattison	BS	3	2	7		Х
Josh Strodtbeck	BS	1	6 mos	3		Х

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Bleeke (Last) Kathy (First) K.

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Strategies for Success

Source of	Location	Area or Subject of	Period of
Training/Education		Training/Education	Attendance_
-			From: To:
Indiana Wesleyan	Marion, IN	BS, Business	
University		Administration	9/1991-8/1994
International	Fort Wayne, IN	AS, Business	
Business College		Administration	5/1998-4/1991
	1000 1000 E		
Applicable	Location	Exact Nature of	Employment Period
Experience		Experience	From: To:
	Fort Wayne, In	Instructor	05/2004-Present
Indiana Business			-
College			
	Fort Wayne, IN	Instructor	9/1191-8/1994
International			
Business College			
	Fort Wayne, IN	Sales, Customer	1987-2001
Hanna Annuarator		Relations	
Hanson Aggregates			
Hanson Aggregates			

### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:

Brown

David

W.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

**Advanced Composition, Psychology** 

Source of	Location	Area or Subject of	Period of
Training/Education		Training/Education	Attendance
Ball State			From: To:
University :	Muncie, IN	ABD, EdD	1988-1999
Indiana University	Fort Wayne, IN	MS / Education Supervision	1986-1988
University of Maryland	College Park, MD	Business Administration	1977-1986
Applicable	Location	Exact Nature of	Employment Period
Experience		Experience	From: To:
Indiana Business	Fort Wayne, IN	Instructor,	09/2006 - Present
College		<b>Assistant Director</b>	
		of Education,	
TriState University	Angola, IN	Campus Director,	2001-2006
		Professor of	
		Business	
Magnetek	Fort Wayne, IN	Manager of	1993-2001
		Education &	
		Training	

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:

Hatfield

(Last)

Lynda (First)

R. (Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Pharmacology, Anatomy & Physiology II, Medical Law & Ethics, Professional Perspectives, Math for Medical Professionals

Source of	Location	Auga au Cultinat af	B. T. J. R.		
Training/Education	Location	Area or Subject of	Period of		
training/ Education	F	Training/Education	Attendance		
			From: To:		
Thomson Education	Scranton, PA	Diploma -	1999-2003		
Direct		Computer Graphic			
		Artist			
Indiana University	Fort Wayne, IN	BA- Interpersonal	1987-1995		
/ Purdue University		and Public			
		Communication			
Indiana University	Cont Morros TN				
	Fort Wayne, IN	AAS- Nursing	1979-1983		
/ Purdue University					
			To and the second secon		
		<b>克里尔斯斯斯斯斯</b>			
Applicable	Location	Exact Nature of	Employment Period		
Experience		Experience	From: To:		
Indiana Business	<del> </del>				
THURSHIS DUBINESS	Fort Wayne, IN	? · · · · · · · · · · · · · · · · · · ·			
}	Fort Wayne, IN	Instructor	09/1999 - Present		
College	Fort Wayne, IN	? · · · · · · · · · · · · · · · · · · ·			
College	•	Instructor	09/1999 - Present		
College International	Fort Wayne, IN Fort Wayne, IN	? · · · · · · · · · · · · · · · · · · ·			
College	•	Instructor	09/1999 - Present		
College International Business College	Fort Wayne, IN	Instructor Instructor	09/1999 - Present 1995-1999		
College International	•	Instructor Instructor Nursing- Health	09/1999 - Present		
College International Business College	Fort Wayne, IN	Instructor  Instructor  Nursing- Health Education Public	09/1999 - Present 1995-1999		
College International Business College	Fort Wayne, IN	Instructor Instructor Nursing- Health	09/1999 - Present 1995-1999		

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Hathaway

Thomas

Н.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Introduction to Corrections, Introduction to Criminal Justice, Business Law, Presentation Skills

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University / Purdue University Indianapolis	Indianapolis, IN	Criminal Justice / Political Science	From: To: 1976-1980
Indiana University / Purdue University Fort Wayne	Fort Wayne, IN	Public Affairs, Public Finance	1981-1988
	A CARLON OF THE SECOND	Marie Company	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Securitas	Fort Wayne, IN	Security Officer	2005-12/2006
Allen County Government	Fort Wayne, IN	Jail Commander	1977-2004
Concordia University	Fort Wayne, IN	Instructor	2000-2006
IVY Tech State College	Fort Wayne, IN	Instructor	1998-2004

#### INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Lewis

Michael

E.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

Accounting II, Accounting III, Principles of Business, Payroll / 10Key, Introduction to Algebra

		Period of Attendance	
		From: To:	
Kent, OH	BS, Business Administration	1970-1974	
Location		Employment Period From: To:	
Fort Wayne, IN	Instructor	01/2003 - Present	
Bryan, OH	Controller, GM	1989-1999	
Bryan, OH	Self Employed Consultant	1984-1989	
	Location Fort Wayne, IN Bryan, OH	Kent, OH  BS, Business Administration  Location  Exact Nature of Experience  Fort Wayne, IN  Instructor  Bryan, OH  Controller, GM  Bryan, OH  Self Employed	

#### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Rathburn

Christine

Δ.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

**Customer Service, Strategies for Success** 

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Thomas M. Cooley Law School	Lansing, MI	Juris Doctorate	5/1999-1/2003
Indiana University	South Bend, IN	Bachelor General Studies	1994-1996
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, Assistant Director of Education, Director of Education	09/2004 - Present
Michiana College	Fort Wayne, IN	Instructor	2002-2004
Rochester / Logansport Community Schools	Rochester, Logansport, IN	Substitute Teaching	1998-1999

#### INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Renz

Sherri

L.

(Last)

(First)

(Middle)

NAME OF INSTITUTION:

Indiana Business College - Fort Wayne

**Specific Courses that You Teach in Program:** 

Computer & Office Automation, Principles of Business, Keyboarding II, Spreadsheet, Management

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Fort Wayne, IN	BS, Business Administration	1994-2002
Indiana Institute of Technology	Fort Wayne, IN	МВА	1998-2002
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	# 15000 - 150000 - 15000 - 15000 - 15000 - 15000 - 15000 - 15000 - 15000 - 150	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor	04/2005 - Present
Specialty Entrance Technologies	Ossian , IN	Business Consultant	4/2004-Present
Michiana College	Fort Wayne, IN	Instructor	6/2002-8/2004

#### INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Sattison

Daniel

М.

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

**Specific Courses that You Teach in Program:** 

**Career Development** 

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
Hanning/Laucation	•	iraning/ Laucation	From: To:
Indiana University	Fort Wayne, IN	BS- Education	1993-1997
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Fort Wayne, IN	Instructor, DOCS	10/2004-Present
Michiana College	Fort Wayne, IN	Instructor, Registrar	10/1999-8/2004
West Noble HS	Ligonier, IN	Teacher	9/1998-6/1999
Prairie Heights Middle School	LaGrange, IN	Teacher	09/1997-06/1998

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:

Strodtbeck

(Last)

Josh (First) P. (Middle)

NAME OF INSTITUTION: Indiana Business College - Fort Wayne

Specific Courses that You Teach in Program:

#### **Fundamentals of Math**

Source of	Location	Area or Subject of Training/Education	Period of Attendance
Training/Education			From: To:
Rose Hulman	Terre Haute, IN	BS-Math	09/1999-05/2003
University of Kentucky	Lexington, KY	MA- Math	09/2003-04/2006
Applicable Experience	Location	Exact Nature of	Employment Period
University of KY	Lexington, KY	Experience Instructor	From: To:
Construction		· · · · · · · · · · · · · · · · · · ·	08/2003-05/2006
	Terre Haute, IN	Apprentice	06/2002-08/2002
GroundKeeper	Indianapolis, IN	Landscaping	06/2001-08/2001
<u> </u>			

#### **INDIANAPOLIS:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	9	Full-time:	7	Part-time:	2	
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bray, Ernest	M.B.A.	13	0.5	1.5	Х	
Brown, Paulette	M.S.	7	2.5	2		Х
Farmer, Belinda	B.S.	12	2			Х
Heavin, Diane	M.A.	21	21	6.5	Х	
Plunkett, Anthony	M.S.	13	0.5	2	Х	
Robinson, Alberta	M.S.	8	0.5		Х	
Sears, Aaron	B.S.	8	1		Х	
Temple, Diana	M.B.A.	17	7.5	2.0	Х	
Whalen, Alan	M.B.A.	11	.5	4	Х	

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME: Bray, Ernest L.

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli &

Specific Courses that You Teach in Program: Business Administration — Finance CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed – May, 2003
Manager of the Control of the Contro			
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 <sup>nd</sup> mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME: Brown, Paulette

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli S

Specific Courses that You Teach in Program: Business Administration — Marketing CSS100 Strategies; COM206 Communication II: COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
		Water Control of the	
Applicable	Location	Exact Nature of	Employment Period
Experience		Experience	From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities	Learning	Recruitment	5/02 to 10/02
Network	Consultant		
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:

Farmer, (Last)

**Belinda** (First)

Ann (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli &

**Specific Courses that You Teach in Program: Business Administration - Marketing** BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
	Tudiopopolia TNI	Acet Divoctor of	12/04 to 8/06
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/00

#### INSTRUCTOR QUALIFICATION RECORD

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NAME: Heavin,	Diane	М			
(Last)	(First)	(Middle)			
NAME OF INSTITUTION: Indiana Business College - Indiana polis					
Specific Courses that you Teach in a Program: Business Administration - Marketing					
KEY101 Keyboarding I; BUS	230 Business Office Proce	dures			

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR

DATE

#### INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

**Plunkett** 

Anthony

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli 3

Specific Courses that You Teach in Program: Business Administration - Marketing BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of Training/Education	Location	Area or Subject of Training/Education	Perio Atteno	dance
University of Phoenix	Las Vega, NV	Organizational Management	From: 2001	<u>To:</u> 2002
California State University	Bakersfield, CA	Economics		
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
		<b>为</b>		
Applicable	Location	Exact Nature of		ent Period
Experience		Experience	From:	To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001 2004	
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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Flizaheth

NAME: Robinson,	Albert	a El	izabeth
(Last)		(First)	(Middle)
Specific Courses tha	ION: Indiana Business t You Teach in Progra ACC102 Accounting II; A	m: Business Adminis	stration – Marketing
Source of Training/Education	Location	Area or Subject of Training/Education	
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staf accountants	f 1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006
	ove information is cor	rect to the best of m	ny knowledge.  ———————————————————————————————————
SIGNATURE OF INST	IKULIUK		UAIC

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:	Sears	Aaron	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing

#### **LEG101 Business Law**

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Ball State University	Muncie, IN	Criminal Justice BS	1990	1995
			A STATE OF STATE OF	r — processor
Applicable	Location	Exact Nature of	Employme	ent Period
Experience		Experience	From:	To:
Greenwood Probation	Greenwood, IN	Support Officer	2005	
Hendricks County Probation	Indianapolis	Support Officer	2004	2005
<b>Marion County</b>	Indianapolis	Support Officer	1996	2000

I certify that the above information is correct to the best of my knowledge.				
SIGNATURE OF INSTRUCTOR	DATE			

#### **INSTRUCTOR QUALIFICATION RECORD**

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NAME: Temple	Diar	Λ					
(Last)	(First	/liddle)					
NAME OF INSTITUTION: Indiana Business College - Indianapolis							
	Specific Courses that you Teach in a Program: Business Administration – Marketing						
CSS100 Strategies; SP	C101 Presentation Ski	lls					
Source of	Location	Area or Subject of	Period of				
Training/Education		Training/Education	Attendance				
			From: To:				
Indiana Wesleyan U.	Marion, IN	Business	1994 1996				
		Administration					
		MBA					
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991				
///////////////////////////////////////	///////////////////////////////////////	111111111111111111111111111111111111111					
Applicable	Location	Exact Nature of	<b>Employment Period</b>				
Experience		Experience	From: To:				
IPL	Indianapolis, IN	Customer Service	1981 1998				
I certify that the	above information is	s correct to the best of	my knowledge.				

SIGNATURE OF INSTRUCTOR

DATE

#### **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Whalen,

E.

**Alan** (Middle)

(Last)

(First)

NAME OF INSTITUTION: Indiana Business College - Indiana polis

Specific Courses that You Teach in Program: Business Administration — Marketing ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976
University of Indianapolis	Indianapolis, IN	МВА	1983 to 1987
A 1: 1: 1-	* **		Frankland David
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99

#### LAFAYETTE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	5	Part-time:	5

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Borisenko, Sandra	MA	10	1/2	3 3/4	Х	
Dilley, Catherine	JD	10	1/2			Х
Hula, Timothy	BS	6	2 ½			Х
Layman, Alan	BS	3 ½	1			Х
Mohler, Richard	BS	10	8	_ 1	Х	
Nichols, Elizabeth	BS	8	3 ½		Х	
Roberts, Cynthia	BBA	7	2 ½		Х	
Spencer, Leanne	ВА	3	7	2		Х
Welcher, Steven	BS	9	8 1/4		Х	
Wolpert, Tracey	BA	7	1/4			Х
			-			

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:

Borisenko

Use the <fab> key to advance to the next field, or select a field by clicking the cursor.

Sandra

(Last)	an managaminining and a superior of the superi	(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Busie	Indiana Busienss College — Lafayette			
4.5	Names of Co	ourses Taught:			
Accounting I , Account	ing II, Corporate Accoun	ting, Cost Accounting, In	troduction to I	Finanace,	
Principles of Banking,	Interpreting Financial Sta	atements, Payroll/10-Key	i	···	
			***************************************		
	,	**************************************			
			, , , , , , , , , , , , , , , , , , ,		
Source of		Area or Subject of	Period of A	ttendance	
Training/Education	Location	Training/Education	From:	To:	
Purdue University	Hammond, IN	Accounting	8/96	12/00	
		Elizabeth Committee of the Committee of		***	
Applicable		Exact Nature of	Employme	nt Period	
Experience Ivy Tech Community	Location	Experience	From:	To:	
College	Gary, IN & Lafayette, IN	Teaching	8/03	8/06	
Sawyer College	Merrillville, IN	Teaching	4/03	7/03	
AGA Gas Inc	Lansing, IL	Accounting	1988	1995	

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Dilley

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Catherine

(Middle)

(First)

NAME OF INSTITUTION	ON: Indiana Bus	iness College — Laf	auette	ي
	CYCPPONOCES LONGROUS CLOSES	ourses Taught:		
Business Law, Commi	unication I, Communica	tion II, Human Resource I	_aw,	
	inciples of Business,Ma			
•				
Source of	and the state of t	Area or Subject of	Period of A	Attendance
Training/Education	Location			
		Training/Education	From:	To:
Purdue University	W. Lafayette, IN	Org. Communications	From: 8/96	To: 12/05
Purdue University	W. Lafayette, IN	Org. Communications	8/96	12/05
Purdue University Western State University Western State University	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law  Business Administration	8/96 8/82 8//2	12/05 5/88 5/88
Purdue University  Western State University  Western State University	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law	8/96 8/82 8//2	12/05 5/88 5/88
Purdue University Western State University Western State University	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law  Business Administration  Exact Nature of	8/96 8/82 8//2 Employme	12/05 5/88 5/88 nt Period
Purdue University Western State University Western State University  Applicable Experience	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law  Business Administration  Exact Nature of Experience	8/96 8/82 8//2 Employme	12/05 5/88 5/88 nt Period To:
Purdue University Western State University Western State University Applicable	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law  Business Administration  Exact Nature of	8/96 8/82 8//2 Employme	12/05 5/88 5/88 nt Period
Purdue University Western State University Western State University  Applicable Experience	W. Lafayette, IN Fullerton, CA Fullerton, CA	Org. Communications  Law  Business Administration  Exact Nature of Experience	8/96 8/82 8//2 Employme	12/05 5/88 5/88 nt Period To:

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

	Hula		Timothy	S	
(	Last)		(First)	(Middle)	
NAME OF IN	STITUTIC	ON: Indiana Bu	ısiness College — Laf	tayette	رر
		Names of	Courses Taught:	•	<b>5*</b> 0 f.
Advertising, C	areer De	evelopment, Marketing	g, Sales		
					mundiani
					1,504,00,54,04,00
<del></del>	***************************************		The state of the s		
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Source of			Area or Subject of	Period of A	Attendance
Training/Edu	cation	Location	Area or Subject of Training/Education	From:	То:
Ball State Univer	sity	Muncie, IN	Marketing	8/92	12/96
Purdue Universit	у	West Lafayette, IN		8/88	5/91
, and the same of					
				Employme	
Applicable Experience		Location	Exact Nature of Experience	From:	To:
Indiana Business	: College	Lafayette, IN	Instructor, placement	6/04	Present
Irvin Concrete Pr	oducts	Lafayette, IN	Sales		
Hawkins Outdoo	r	Lafayette, IN	Sales	7/02	10/03
Journal and Cou	rier	Lafayette, IN	Sales	1/97	9/00

## INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

NAME: Layman (Last)			Alan (First)		R (Middle)		
NAME OF INSTITUTION:		N: Indiana B	Indiana Business College - Lafayettes				
		Names o	f Courses Taught:				
Business Ma	th						
¥				······································			
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Source of			Area or Subject of				
Training/Ed	ucation	Location	Training/Education Secondary Math	From:	To:		
Indiana State U	niversity	Terre Haute, IN	Education Education	8/99	8/03		
	**************************************						
**************************************				3 7.7			
				Employme			
Applicable		Location	Exact Nature of				
Experience Crawfordsville	`ommunity	Location	Experience	From:	To:		
Schools	- Onnia unity	Crawfordsville, IN	Math teacher	8/05	Present		
Indianapolis Pu	blic						
Schools		Indianapolis, IN	Math Teacher	8/03	8/05		

## INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Mohler

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Richard

	(First)		(Middle)		
N: Indiana Bus	iness College — Laf	ayett	و		
Names of C	ourses Taught:				
Computers and Office Automation, Word Processing, Speadsheets, Database					
	Area or Subject of	Period of A	ttendance		
Location	Training/Education	From:	To:		
Lafayette, IN	Microsoft Network Administraion				
		10/99	7/01		
Lafayette, IN	Computer Information Systems	10/99	7/01 5/97		
Lafayette, IN  West Lafayette, IN	Computer Information				
West Lafayette, IN	Computer Information Systems Restaurant, Hotel & Institutional Management	1/96 6/70	5/97 5/79		
	Computer Information Systems Restaurant, Hotel & Institutional Management	1/96 6/70	5/97 5/79		
West Lafayette, IN	Computer Information Systems Restaurant, Hotel & Institutional Management  Exact Nature of	1/96 6/70 Employme	5/97 5/79 nt Period		
West Lafayette, IN	Computer Information Systems Restaurant, Hotel & Institutional Management	1/96 6/70	5/97 5/79		
West Lafayette, IN	Computer Information Systems Restaurant, Hotel & Institutional Management  Exact Nature of	1/96 6/70 Employme	5/97 5/79 nt Period		
West Lafayette, IN  Location	Computer Information Systems Restaurant, Hotel & Institutional Management  Exact Nature of Experience	1/96 6/70 Employme From:	5/97 5/79 nt Period To:		
	Names of C	Names of Courses Taught:  Automation, Word Processing, Speadsheets, Dat  Area or Subject of	Names of Courses Taught:  Automation, Word Processing, Speadsheets, Database  Area or Subject of Training/Education  Area:  Area or Subject of From:		

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:	Nichols		Elizabeth	M	
	(Last)		(First)	(Middle)	
NAME OF INSTITUTION:		DN: Indiana Bu	Indiana Business College — Laf		<u>)</u>
		Names of	Courses Taught:		
Business Off	fice Proced	dures, Communication	n I, Communication II, Mana	igement,	
Presentation	Skills, Str	ategies for Success,			
****					
	4			······································	
				······································	
		·			
Source of			Area or Subject of	Period of A	ttendance
Training/Ed	ucation	Location	Training/Education	From:	To:
Purdue Univers	ity	West Lafayette, IN	Management	8/87	5/03
Cottey College		Nevada, MO	Liberal Arts	8/85	5/87
- ASSISTED					
7. * * * * * * * * * * * * * * * * * * *					
Applicable		**************************************	Exact Nature of	Employme	nt Period
Experience	······································	Location	Experience	From:	То:
Indiana Busines Montessori Sch		Lafayette, IN	Instructor	6/03	Present
Greater Lafayet		West Lafayette, IN	Marketing, office management, secretarial	9/95	4/04
	~~~	Total Andrews			

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Roberts

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Cynthia

	(First)		
N: Indiana Bus	siness College — Laf	ayette	رر
Names of C	DANÉM DALAM DANG BENGRUSIA BENGRUSIA PENGRUSIA	l The second sec	
lures, Keyboarding I, I	Management, Communicat	ion II,	
	and the state of t		<del></del>
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	Area or Subject of	Period of A	ttendance
Location	Training/Education	From:	To:
Marion, IN	Business Administration	7/05	Present
Midland, MI	Management Office Systems	2/99	7/00
Lafayette, IN	Management Management	9/95	12/96
March State Committee			
	Evant Nature of	Employme	nt Period
Location	Experience	From:	To:
West Lafayette, IN	Financial aid processing	1/02	9/06
West Lafayette, IN	Secretarial support	8/97	1/02
West Lafayette, IN	Clerical	12/96	8/97
	Names of Clures, Keyboarding I, I Location Marion, IN Midland, MI Lafayette, IN Location West Lafayette, IN West Lafayette, IN	Names of Courses Taught:  Names of Courses T	Names of Courses Taught:  Area or Subject of Training/Education  Marion, IN  Midland, MI  Lafayette, IN  Management  Exact Nature of Experience  Experience  Employme  Employme  Employme  Employme  From:  Employme  Employme  From:  Employme  From:  Employme  From:  Mest Lafayette, IN  Financial aid processing  1/02  West Lafayette, IN  Secretarial support  8/97

#### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME: Spen		Leanne	S			
(Last	)	(First)		(Middle)		
NAME OF INSTIT	UTION: Indiana	Indiana Business College - La		He		
	(All and a second	PRINCIPLE OF A LITTLE OF THE CONTROL		450459777458		
المكاولات والمتعافل	Names	of Courses Taught:		and the state of		
Communication I,	Communication II, Pre	sentation Skills, Strategies for	Success,			
	2007					
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Source of		Area or Subject of	Period of A	Attendance		
Training/Education	n Location	Training/Education	From:	To:		
North Central College	Naperville, IL	Organizational Communication	8/89	6/92		
Colleg of DuPage	Glen Ellyn, IL	Liberal Arts	9/88	3/90		
7577 7556 756			2777			
Applicable		Exact Nature of	Employme	nt Period		
Experience	Location	Experience	From:	To:		
Indiana Business Colle	ge Lafayette, IN	Instructor	1/00	Present		
International Business College	Ft. Wayne, IN	Instructor	5/96	5/99		
Ace Hardware	Oak Brook, IL	Meeting coordinator	1/95	1/96		
Ace Hardware	Oak Brook, IL	Billing	2/93	1/95		

### **INSTRUCTOR'S QUALIFICATION RECORD**

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#### Please TYPE the form.

NAME:	Welcher		Steven			
	(Last)		(First)		(Middle)	
NAME OF IN	NSTITUTIC	N: Indiana Busin	ess College — <u>La</u>	Fayet	re_	
		CORRESPONDED A LIPSANTANDO ACCUMENTANTA	urses Taught:	V		
Economics,	Employee	Benefits, Group Dynamic	cs, Leadership, Manager	ment, Payroll,		
Principles of	Business,	Presentation Skills, Rec	ords Management & Sec	utity,		
Training & D	evelopmer	nt				
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				1		
Source of			Area or Subject of	Period of A	ttendance	
Training/Ed	ucation	Location	Training/Education	From:	To:	
Indiana Univers	sity	Indianapolis, IN	Business, Human Resource Management	1/89	6/97	
CONTRACTOR OF STREET	77.77 <b>77</b> 00			A constant	885 164 144 144 144 144 144 144 144 144 144	
Applicable			Exact Nature of	Employme	nt Period	
Experience		Location	Experience	From:	To:	
Indiana Busine	ss College	Lafayette, IN	Instructor	9/97	Present	
R.R. Donnelley	& Sons	Crawfordsville, IN	Billing & accounting	6/88	12/97	
U.S. Army		Ft. Sam Houston, TX	Administration	8/85	5/88	
1				]		

## INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

	Volpert		Tracey	A	
-{	Last)		(First)	(Middle)	
NAME OF IN	STITUTIO	N: Indiana Busin	ess College — Laf	ayette	)
		Names of Co	urses Taught	and the	
Accounitng I,	Accountir	ng II, Corporate Accounti	ng, Cost Accounting, Bu	siness Math,	
Payroll/10-Ke	<u>y</u>				
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Source of	:		Area or Subject of	Period of A	ttendance
Training/Edu		Location	Training/Education	From:	To:
Saint Mary-of the College	: Woods	Sainrt Mary-of-the Woods, IN	Accounting	8/77	5/81
			1		
			W. W		
Applicable			Exact Nature of	Employme	
Experience		Location	Experience	From:	To:
Self Employed		Lafayette, IN	Tutoring math & accounting	8/01	Present
Lafayette School Corporation		Lafayette, IN	Teaching	11/00	5/01
St. Vincent New	Норе	Indianapolis, IN	Financial operatins	1897	1989
St. Vincent Hosp	ital	Indianapolis, IN	Auditing	1886	1987

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11	"	-				_

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	10	Full-time:	3	Part-time:	7
,					

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ertel, Billie	MS	39	20		Х	
Kenworthy, Chuck	MA	22	9	10		Χ
Kolb, Holly	BS	10	11		Х	
Lindberg, Jeff	MBA	25	4	6	Х	
Dee Miller	BS	5	1	2		Х
Mozingo, Lou	BS	1	1	0		Х
Scher, Kelly	MBA	10	1	0		Х
Taylor, Betty	MA	16	10			Х
Vermillion, Marsha	BS	7	2	7		х
Vermillion, Ron	BS	13	3.5			Х
		-				
		-				

## INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

NAME:

Ertel

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Billie

(Last)		(First)		
NAME OF INSTITUTION	ON: Indiana B	Indiana Business College — $\mathcal{M}_a$		·····
	Names o	Courses Taught:		
Key I & II, Comm I, II &	. 111			
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4m halin kalanda kananan kanan		ente la production de la constanta de la const		
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	\$15.00 Bit All Control of the Contro			
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Carran		0.12.4.6	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana Wesleyan University	Marion, IN	Masters in Education	1995	1996
Ball State University	Muncie, IN	Masters in Education	1985	1997
Ball State University	Muncie, IN	Masters in Education	1968	1999
Marion College	Marion, IN	Elementary Education	1964	1997
Analiaabla			Employment Peri	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Indiana Business College	Marion, Indiana	Instructor	1999	Present
Indiana Business College	Marion, Indiana	Director of Education	1997	1999
Indiana Business College Marion Community	Marion, Indiana	Instructor	1986	1997
Schools	Marion, Indiana	Substitute	1985	1986

## **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME:

Kenworth

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Chuck

(Last)	•	(Filot)		(middle)	
NAME OF INSTITUTIO	N: Indiana Busine	Indiana Business College $-m_{av}$			
	Names of Co	urses Taught:			
Communications I, II				4	
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	WIGHT	***************************************			
			Period of A	ffandansa	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ball State University	Muncie	Music	1965	1971	
Indiana Weslayan			1		
1	Marion	Music, English	1959	1963	
	Marion	Music, English	1959	1963	
	Marion		1959		
Applicable Experience					
Applicable		Exact Nature of	Employme	nt Period	
Applicable Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:	
Applicable Experience  Marion Schools	Location Marion, IN	Exact Nature of Experience	Employme From: 8/98	nt Period To:	

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## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: <u>Kolb</u> (Last)			Holly (First)		Colleen (Middle)	
NAME OF IN	STITUTIO	ON: Indiana B	usiness College $-m_{a}$	rion		
The state of the s		. Names of	Courses Taught:		eg € ⊊	
BUS 206 Car	eer Deve	lopment, Com105 C	ommunications			
CSS101 Cus	tomer Se	rvice, CSS100 Strate	gies , KEY 101 Keyboardin	g I,		
SPC101 Pres	entation s	Skills				
	······					
				· · · · · · · · · · · · · · · · · · ·	***************************************	
-				7		
Source of			Area or Subject of	Period of Attendan		
Training/Edu		Location	Training/Education	From:	To:	
Indiana Wesleya University	n	Marion	Communications Bachelor of Science	9/1992	12/1995	
<u> </u>				Employma		
Applicable Experience		Location	Exact Nature of	Employme		
Chronicle-Tribun	e/	Location	Experience	From:	To:	
Gannett Newspa		Marion, IN	Advertising Sales	05/05	9/06	
Indiana Business	College	Marion, IN	Senior Admissions Representative (Sales)	04/03	9/04	
Indiana Busifiess	College	Marion, IN	Director of Career Services	7/02	04/03	
East Central Opp	portunities	Muncie, IN	Employer Services Representative	3/00	7/02	

## **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:

Conseco, Inc.

Lindberg

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Jeffrey

W

(Last)		(First)		(Middle)	
NAME OF INSTITUTION	ON: Indiana Busine	Indiana Business College - Manion			
	Names of Co	urses Taught:			
Management, Sales, F	sychology, Marketing				
	The state of the s	United Park Control of the Control o			
A STATE OF THE STA	t de la company de la comp	26-548 MC AND			
	- Company and a second company		70-16		
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Source of		Avoc or Cribinat of	Period of A	ttendance	
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978	
Central Michigan University	Mt Pleasant, MI	MBA Marketing	1978	1980	
Central Michigan University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983	
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996	
Applicable	70 EV 10324 - 3 80.	Exact Nature of	Employment Period		
Experience	Location	Exact Nature of Experience	From:	To:	
EDS Leadership Development	Southfield, MI	Trainer/Needs Analysis	1985	1987	
Private Practice	Carmel, IN	Therapist	1993	1999	
Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998	
	1			1.	

AVP, Health/Life

1999

2000

Indianapolis, IN

## **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:

Miller

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Deonna

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Mae

(Middle)

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NAME OF INSTITUTION	ON: Indiana Bu	Indiana Business College - Marion			
	Names of	Courses Taught:			
Medical Math					
				<del>.</del> .	
			Period of A	ttendance	
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ball State University	Muncie	Secondary Edu-Math	1-93	5-99	
			* -		
the state of the s	and the second	anim was surely			
Amplicable		Exact Nature of	Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Oak Hill Community School	Converse, Indiana	8 <sup>th</sup> Grade Math	8-04	5-05	
Marion Community Schools		7 <sup>th</sup> Grade, High School	8/99	5/04	
	Marion, Indiana	Math	0199	3/04	
	Marion, Indiana	Math	0/99	3/04	

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Mozingo (Last)			Louis		M.		
			(First)	(Middle)			
NAME OF II	NSTITUTIO	ON: Indiana B	usiness College - Marion				
		Names of	f Courses Taught:				
Income Tax	, Accountir	ng II, Payroll, Accoun	nting I				
				<del>.</del>			
				-			
Source of			Area or Subject of	Period of A	Attendance		
Training/Ed		Location	Training/Education	From:	To:		
IU Kelley Scho Business	ool of	Indianapolis, IN	Business Admin.	08/95	05/99		
Ivy Tech		Anderson, IN	Accounting	08/01	05/02		
				Employme	ent Period		
Applicable Experience		Location	Exact Nature of Experience	From:	To:		
Ivy Tech		Anderson, IN	Accounting Tutoring	01/2002	05/2002		
ivy recii		Anderson, in	7.000ditting Fatoring	01/2002	00/2002		

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Scher

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Kelly

Anne

(Last)		(First)		***************************************
NAME OF INSTITUTION	ON: Indiana Bu	Indiana Business College — Maxim		
	Production of the Control of the Con	Courses Taught:		
Management, Marketii	ng, Sales, Accounting			
		and the second s		
				<del>(                                    </del>
			ı	
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Indiana University	Kokomo, IN	MBA	8/2003	05/2005
Purdue University	West Lafayette, IN	BS	8/1992	5/1996
		antinana and an antinana and an antinana and an antinana and an		
			Employme	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Sysco Food Services	Indianapolis, IN	Food Sales & Marketing	2/2005	Current
Hormel Health Labs	Austin, MN	Nutritional Products Sales and Marketing	7/2002	2/2005
Hormel Foods International	Austin, MN	Foodservice Sales & Marketing	4/2000	7/2002
Hormel Foods International	Austin, MN	Food Marketing & Product Development	11/1999	4/2000

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME: Taylor (Last)			Betty (First)		
					(Middle)
NAME OF IN	STITUTIO	ON: Indiana Busin	ess College $- \mathcal{M}_{lpha}$	Noin	
					<i>ya.</i> .
		Names of Co	urses Taught;		# > .
Comm   & II,	Business	Math			
	wardii kaale da ka				
	W				
					<del></del>
	**************************************				
Source of				Period of A	Attendance
Training/Edu	ıcation	Location	Area or Subject of Training/Education	From:	To:
Ball State Univer	rsity	Muncie Indiana	MA-Mathematics	1995	1998
Taylor University		Upland, Indiana	BS-Mathematics	1968	1972
Indiana Busines	s College	Marion, Indiana	Microsoft Office 2003- Master	2005	
Applicable		4	Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Indiana Busines	s College	Marion, Indiana	Instructor	1999	Present
St.Paul School		Marion, Indiana	Math Teacher	1998	1999
Indiana Business	s College	Marion, Indiana	Instructor	1995	1998
St. Paul/Bennett	School	Marion, Indiana	Math Teacher	1990	1993

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Vermillion			Marsha		Renee		
(Last)			(First)	(Middle)			
NAME OF INS	STITUTIC	N: Indiana Bu	siness College - Marion				
		Names of	Courses Taught:				
COM105 - Co	mmunica	tion I; COM206 - Con	nmunication II				
	· · ·						
		· · · · · · · · · · · · · · · · · · ·					
				Period of A	Attendance		
Source of Training/Edu	cation	Location	Area or Subject of Training/Education	From:	To:		
Continuing Educ	ation	Vincennes	license renewal	various	summers		
		Indiana Wesleyan	license renewal	various	summers		
Indiana State Un	iversity	Terre Haute	B.S. English Teaching	1983	1987		
Applicable			Exact Nature of	Employment Period			
Experience		Location	Experience	From:	То:		
Marion High Sch	ool	Marion, IN	classroom instruction	1999	current		
Grant Co. Sherif	f's Dept.	Marion, IN	classroom instruction	1997	1998		
Substituting		Various Locations	classroom instruction	1996	1997		

Indianapolis

Bishop Chatart

1995

classroom instruction

1996

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Vermillion

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Ron

(Last)		(First)		(Middle)		
NAME OF INSTITUTIO	N: Indiana B	Indiana Business College — Max				
	Names of	Courses Taught:				
Presentation Skills						
	±	, , , , , , , , , , , , , , , , , , ,				
			HANNING TO THE TOTAL THE TAXABLE PARTY.	, , , , , , , , , , , , , , , , , , ,		
	adamid nik samananan king bid bara a gara saman		······································			
Source of	The second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a second section in the second section in the second section is a section in the second section in the section is a section in the second section in the section is a section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section is a section in the section in the section in the section in the section is a section in the section in the section in the section is a section in the se	Area or Subject of	Period of A	Attendance		
Training/Education	Location	Training/Education	From:	To:		
Ball State University	Indiana	Business Ed	8/87	12/92		
			erese or take seet had unick trickly an normalist can be be sky norther			
A STATE OF THE STA		The desired by All Change and the second sec	Employme			
Applicable Experience	Location	Exact Nature of Experience	From:	To:		
Marion Schools	Marion, IN	Teacher	8/2001	Present		
Wabash Schools	Wabash, IN	Teacher	8/1996	8/2001		
Chatard High School	Indianapolis, IN	Teacher	8/1994	9/1996		
Indiana Business College	Marion, IN	Instructor	6/1993	9/1994		

#### MUNCIE:

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	12	Full-time:	6	Part-time:	6

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Dawn Chapman	BS	8	2 Quarter	1 Year		Х
Cindy Gerber	MA	_17	17 Years	2 Years	Х	
John Heppner	МВА	4	2 Quarter	0		Χ
Amanda McClellan	BS	6	4 Years	1 Year		Х
Tim Parsons	BS	10	1 Year	1 Year	Х	
Jennifer Pugh	BS	5	3 Years	0	Х	
Krista Quesenberry	ВА	4	2 Quarter	0		Х
Diana Roach	ВА	12	4 Years	0	Х	
Holly Summers	MBA	3	2 Quarter	0		Х
Tonja Van Fossan	MAE	8	1 Year	6 Years	X	
Cheryl Williamson	MA	25	1.5 Years	24 Years		Х
J.E. Wright	МВА	16	16 Years	4 Years	Х	
				-		

### INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Dawn NAME: Chapman Amber (Middle) (First) (Last) Indiana Business College Muncie NAME OF INSTITUTION: Names of Courses Taught: Business Math, Fundementals of Math, Math for Medical Professionals Period of Attendance Area or Subject of Source of Training/Education To: Training/Education Location From: 1995 1999 Richmond, IN Nursing IU East Education 1999 2005 Ball State Univ Muncie, IN **Employment Period Exact Nature of** Applicable Experience Location Experience From: To: Muncie Comm Schools Muncie, IN Teaching 2005 2006 2005 2006 **Delaware Comm Schools** Muncie, IN Teaching 1994 2006 Medical Admin

Assoc. in Women's Health

Muncie, IN

#### CL. IMISION ON PROPRIETARY EDUCATION

#### INSTRUCTOR'S QUALIFICATION RECORD

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Gerber, Cyn	thia F.	/INDIANA BUSINESS COLLEGE	- Muncie
Name	(Last, First, Middle)	Name of Institution at which you teach	

Software Integration. Computers and Office Automation, Word Processing, Business Office Procedures, Sales

Source of	Location	Area or Subject of	Period of attendance	
Training/Education		Training/Education	FROM	то
Ball State University	Muncie IN	B.S. Management	Sep 80	May-85
Ball State University	Muncie, IN	B.S. Legal Administration	Aug-87	Aug-88
Ball State University	Muncie, IN	M.A. Adult Education	Sep-92	Jul-98

Applicable Experience	Location	Exact Nature of	Employment	
		Experience	FROM	TO
Indiana Business College	Muncie, IN	Business Instructor	Feb-90	Present Dec-89
Indiana Business College	Muncie IN	Business Instructor	Jan-89	
Noble Romans	Anderson IN	Store Manager	Mar-86	Mar-87

I certify that the above information is correct to the best of my knowledge.

Signature of Instruktor

May 21, 2004

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

	Heppner (Last)		John (First)		William (Middle)		
NAME OF INSTITUTION:			Indiana Business College — Muncie			······	
	*	N	ames of Co	urses Taug	ht:		
LEG 101 ~ B	usiness La	W					nssminskassen som killinindinon.
BUS 203 ~ S	ales						
BUS 202 ~ M	farketing						
MGT 200 ~ N	Manageme	nt					
BUS 210 ~ A	dvertising						
BUS 205 ~ E	conomics						
BUS 100 ~ F	Principles o	f Business					
CSS 101 ~ C	Sustomer S	ervice					
						D-4-4-64	**
Source of Training/Ed	ucation	Location		Area or Su Training/E		Period of A From:	To:
Ivy Tech Comm	n. College	Muncie, IN		Assoc. Bus. A	dmin.	2000	2003
Indiana Wesley	an	Marion, IN		B.S. Manager	nent/ MBA	2002	2006
	A STATE OF THE STA			- m			2006
	75.77.74 <b>5</b> 87.88			2022 20 S.M. Mills			
Applicable				Exact Natu	re of	Employme	nt Period
Experience	······································	Location	<u> </u>	Experience		From:	То:
Indiana Busine	ss College	Muncie, IN		Adjunct Instru	ctor	6/2006	Current

#### **COMMISSION ON PROPRIETARY EDUCATION**

#### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: McClellan Amanda Leigh

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College, Muncie Campus

Specific Courses that You Teach in Program: Communication I, Communication II and Communication 090

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
<u></u>			From: To:
Univ. of Southern Mississippi	Hattiesburg, MS	Secondary Ed/Degree in English BA	1995 – 1998
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Riverside Academy	Reserve, LA	High School Teacher	1999 – 2001
Southeast College of Technology	Tech Metairie, LA	General Ed Instru.	2001 – 2002
Delta College	Slidell, LA	Technology Instru.	2005 2005

I certify that the above information is correct to the best of my $\mathfrak l$	knowledge.
amanda Mi Clellan	April 24, 2006

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Ira

	(Last)	•	(First)		(Middle)	
NAME OF IN	STITUTIO	N: Indiana Busin	ess College — Mw	nci e		
		Names of Co	urses Taught:			
Principles of I	Rusiness	Management, Economi				
1 Hillopies of	Duali icoa,	wanagement, Loonom	oo, Daomedo Law	***************************************		
		<u> </u>	•		- <del> </del>	
					······································	
<del></del>						
			***************************************			
				Period of A	ttendance	
Source of Training/Edu	ucation	Location	Area or Subject of Training/Education	From:	To:	
Ball State Univ		Muncle, IN	General Management	1995	2003	
Ball State Univ		Muncie, IN	мва	2005	Present	
<u> </u>						
Applicable			Exact Nature of	Employme		
Experience		Location	Experience	From:	То:	
Adjunct Faculty	<del></del>	IBC Muncie	Teaching	Jan 2004	April 2004	
Adjunct Faculty		Ivy Tech Muncie	Teaching	Sept 2004	Dec 2004	
General Manag	er	FedEx Kinko's	Management/Business	2003	2006	

#### COMMISSION ON PROPRIETARY EDUCATION

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NAME:	Pugh	Jennifer	Ann
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College — Muncie

Specific Courses that You Teach in Program: Career Development BUS 260

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance
			From: To:
Ball State	Muncie, Indiana	B.S.	08/90 – 5/94
University		Communications	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Muncie, In	Speech and Communication	01/04 - present

I certify that the above information is correct to	the best of my knowledge.
lend tall	
SIGNATURE OF INSTRUCTOR	DATÉ

Dawn

#### INDIANA COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:	Quesenbe		Krista	Dawn	·
	(Last)	(	First)	(Middle)	
NAME OF IN	ISTITUTIO	N: Indiana Busine	ess College — Mun	icie	
4		Names of Co	urses Taught:		
SPC 101 - P	resentation	n Skills			
COM 105 - C	Communica	ations I			<del></del>
COM 090 - F	undament	als of Communcations		· · · · · · · · · · · · · · · · · · ·	
KEY 101 - K	eyboarding	ı l			·······
				<del></del>	
Source of			Area or Subject of	Period of A	ttendance
Training/Ed	ucation	Location	Training/Education	From:	To:
Ball State Univ	ersity	Muncie, IN	English Literature/Journalism	8/2002	5/2006
ल्डाक रेला व व्यवस्था स्टब्स्ट	ing high middle garage of the property of the same of	i Digitalista de la	Segular Personal Properties and Security	Mary areas state, and little	(并在17代4年)代6年
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Tutoring/Teach	ning	Ball State University	Tutoring & Teaching class	9/2002	5/2006
	<del>,</del>				
1		1	1	1	I

#### **COMMISSION ON PROPRIETARY EDUCATION**

#### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Roach

Diana

F,

NAME OF INSTITUTION: Indiana Business College - Muncie

Specific Courses that You Teach in Program: Presentation Skills, Comm. II, Management, Economics, Principles of Business

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan University	Marion, IN	BS	1996-1998
Ivy Tech.	Muncie, IN	Secretarial Admin.	1979-1982
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ball Memorial Hospital	Muncie, IN	Administrative Assistant	1986-2000
Ball Corporation	Muncie, IN	Administrative Assistant	2000-2002
Cardinal Greenway	Muncie, IN	Director of Administration	2001-2003

I cer	l tify	that the	above	informati	on is cor	rect to	the best (	of my	knowledg	e.

STENATURE OF INSTRUCTOR

DATE

### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME:

Summers

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Holly

(Last)			First)		(Middle)	
NAME OF INSTITUTION	ON:	Indiana Business College — Muncie				
	N	ames of Co	urses Taught:			
ACC 101 - Accounting	1	·	e pompe.		· · · · · · · · · · · · · · · · · · ·	
KEY 101 - Keyboardin	g l		woods and the second se			***************************************
KEY 102 - Keyboardin	g II			····	<del>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</del>	
***************************************		***************************************				
				<del></del>	***************************************	
		·				
**************************************			· · · · · · · · · · · · · · · · · · ·			
			***************************************	- Islambahah		
Source of			Area or Subject o	. f	Period of A	ttendance
Training/Education	Location		Training/Education		From:	То:
Ball State University	Muncie, IN	NAMES OF THE PARTY	HR Management		2001	2003
Ball State University	Muncie, IN		Business Admin.		2003	2004
				OK OF		
					Employme	
Applicable Experience	Location	I	Exact Nature of Experience		From:	To:
Cintas	Muncie, IN		Office Management		2004	2006
Ball State	Muncie, IN		Grading, Proctoring, C prep	Class	2003	2004

### **INSTRUCTOR'S QUALIFICATION RECORD**

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### Please TYPE the form.

NAME:	Van Fossan	Tonja	K
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Indiana Business College — M	puncie
		Names of Courses Taught:	
IT 101~ Co	mputer Essentials	CPU 200~ Computers an	d Office Automation
MAT 102 ~	Math Fundamentals	CPU 212~ Word Process	ing
MAT 110~	Math for Medical Pro	fessionals CPU 220~ Spreadsheets	
KEY 101~ I	Keyboarding I	KEY 102~ Keyboarding I	[
KEY 201~ I	Keyboarding III	CSS 101~ Customer Ser	vice
COM 204~	Communications II	IT 102~ Office Automatic	on with Computers
SPC 101~	Presentation Skills		

Source of		Area or Cubinat of	Period of Attendance		
Training/Education	Location	Area or Subject of Training/Education	From:	To:	
Ball State University	Muncie	B.S. Education	1989	1994	
Ball State University	Muncie	M.A.E. Education	1994	1998	
Indiana Business College	Muncie	A.A Human Resources	2006	current	
TOTAL PROPERTY OF THE PARTY OF		NAME OF TAXABLE PARTY OF TAXABLE PARTY.			
				****	
Applicable			Employme		
Applicable Experience	Location	Exact Nature of Experience			
• •		Exact Nature of	Employme	nt Period	
Experience	Location	Exact Nature of Experience	Employme From:	nt Period To:	
Experience Indiana Business College	Location  Muncie, IN	Exact Nature of Experience  Business/Math Instructor Elementary/Jr. Math	Employme From: 1/2006	nt Period To:	

Lynn (Middle)

## INDIANA COMMISSION ON PROPRIETARY EDUCATION

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Williamson

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Cheryl

(First)

NAME OF INSTITUTION	N: Indiana Busine	ess College - Mw	ncie	
	Names of Co	urses Taught:		
COM 090 ~ Fundamen	tals of Communications			
COM 105 ~ Communic	ations I			·
COM 103 ~ Communic	ations II (older program)			
COM 206 ~ Communic	ations II (newer program	)	(MA)	
×				
***************************************				
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ball State University	Muncie, IN	French Major English Minor B. A. earned	8/1978	5/1982
Ball State University	Muncie, IN	English Major French Minor M.A. earned	11/1982	7/1984
University of Indianapolis	Indianapolis, IN	Mentor's Endorsement	11/2002	4/2003
				#American
Applicable		Evact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	Employme	
1	Location Parker City, IN			nt Period To:
Experience High School English &		Experience	From:	То:
Experience High School English &		Experience	From:	То:

#### COMMISION ON PROPRIETARY EDUCATION

#### INSTRUCTOR'S QUALIFICATION RECORD

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WRIGHT	J.E.	INDIANA BUSINESS COLLEGE - MUNCIE
Name	(Last, First, Middle)	Name of Institution at which you teach
		nd Income Tax, Corporation Accounting, Cost Accounting, Intermediate I & II,
Auditing, Fed Tax I	& II, Management, Economics, Customer	Service
Specific Subjec	ts you teach	

Location	Area or Subject of	Period of attend	ance
	Training/Education	FROM	TO
Muncie, IN	M.B.A. Business Admn	Sep-88	May-91
Richmond, IN	B.A. General Studies Business	1984	1988
Cookville, TN	Business	1962	1966
Indianapolis, IN	CPA test, Additional continuing	1991	Present
Fort Wayne, IN	education of 120 hours per 3 yrs		
Location	Exact Nature of Experience	Employment	
•		FROM	TO
Muncie, IN	Accounting Instructor	Jan-91	Present
Muncie, IN	Grad Assistant/ Classroom Duties	Aug-90	Dec-90
Anderson, IN	Management/Supervisor	Jun-89	Jan-90
Muncie, IN	Manager	Aug-78	Jan-89
Muncie, IN	Cost Accounting	Feb-66	Apr-70
	Muncie, IN Richmond, IN Cookville, TN Indianapolis, IN Fort Wayne, IN Location  Muncie, IN Anderson, IN Muncie, IN	Muncie, IN   M.B.A. Business Admn	Training/Education  Muncie, IN  M.B.A. Business Admn  Sep-88  Richmond, IN  B.A. General Studies Business  1984  Cookville, TN  Business  Indianapolis, IN  CPA test, Additional continuing  Fort Wayne, IN  Exact Nature of Experience  Employment FROM  Muncie, IN  Accounting Instructor  Jan-91  Muncie, IN  Grad Assistant/ Classroom Duties  Anderson, IN  Management/Supervisor  Jun-89  Muncie, IN  Manager  Muncie, IN  Manager  Aug-78

I certify that the above information is correct to the best of my knowledge.

Signature of Instructor

Date

#### **NORTHWEST:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor. \*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	7	Full-time:	7	Part-time:
•				

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Ballard, Greg	Bachelor	28	1	0	11	
Blackwell, Greg	Masters	30	2 months	30	1	
Coulter, Claudia	Masters	12	7	5	1	
Hubbard, Destry	Bachelor	1	2	0	1	
Leonard, Elaine	Associates	11	3	11	1	
Siemen, Diane	Bachelors	7	6	7	1	
Tegarden. Diana	Masters	18	5	13	1	

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:	Ballard	Greg	А	
	(Last)	(First)	(Middle)	
	, ,	• •	•	
NAME OF I	INSTITUTION:	Indiana Business College 🗼 📉	lorthwest	
		Training Data Floor	west,	
	-religion of Conference	Names of Courses Taught:		
BUS205: E	conomic	Indiana Business College	current	
CSS101: C	ustomer Service	Indiana Business College	current	
-				
-, * '	<u>.</u>			
				**********

Source of		Ann an Cubinut of	Period of Attendance	
Training/Education	tion Location Area or Subject of Training/Education		From:	To:
Indiana University	Bloomington, In	Economics - BA	1972	1978
Marine Corp University	Quantico, Va	Military Science	1996	1997
Syarcuse University	Syracuse, NY	International Relations	1986	1987
Marine Corp University	Quantico, Va	Operational Analysis	1997	1998
Annlicable		Exact Nature of	Employme	
Applicable Experience	Location	Experience	From:	То:
US Marine Corp Various jobs	Various	Logistics and acquisition	1978	2001
Bayer diagnostics distribution/operations	Indianapolis, In	Customer service, financial analysis, mgt	2001	2003
Golden Lion transportation	Indianapolis, In	Management, finanalcial	2003	2005
Author/speaker	Indianapolis, In	Leadership training, authored book	2005	

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Blackwell

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Gregory

(Last)		(First)		(Middle)		
NAME OF INSTITUTION	N: Indiana Busine	Indiana Business College, Northwest Campus				
	Names of Co	urses Taught:				
ACC115 Computerized	Accounting					
ACC102 Accounting II						
ACC015 Payroll/10Key						
MAT105 Business Mat	h					
			· · · · · · · · · · · · · · · · · · ·			
Source of		Area or Subject of	Period of A	ttendance		
Training/Education	Location	Training/Education	From:	To:		
Master- Secondary Education	Butler University		5/1978	1975-1978		
Bachelors- Business Education	Butler University		5/1975	1971-1975		
Applicable		Exact Nature of	Employme	nt Period		
Experience	Location	Experience	From:	To:		
Business/Accounting Teacher	Carmel Clay High School		1977	2003		

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME: Coulter			Claudia		Annette	
	(Last)		(First)	(Middle)		
NAME OF	INSTITUTIO	ON: Indiana Bu	usiness College 🗕 🏻 🗥	thwest		
		Names of	Courses Taught:			
Strategies	for Success					
Career De	velopment					
Communic	ation I					
Communic	ation II					
Keyboardi	ng II					
Keyboardi	ng III				<del></del>	
Bachelor c	legree class	es in the following: F	Psychology, HR Manageme	nt, Business Et	thics	
	<del>ander and the second s</del>			Period of A	ttendance	
Source of Training/E		Location	Area or Subject of Training/Education	From:	To:	
Vincennes U	niversity	Vincennes, IN	A.S. Liberal Arts	1969	1971	
St. Marys-of- College	the-Woods	Terre Haute, IN	B.A. Sec. Education	1972	1974	
Indiana State	• University	Terre Haute, IN	M.S. HR Development	2001	2002	
Indiana State	e University	Terre Haute, IN	Student Adm. (classes only)	2002	2002	
				Employees	nt Doring	
Applicabl			Exact Nature of	Employme		
Experience	e	Location	Experience Director of Career	From:	To:	
Indiana Busi	ness College	Terre Haute, IN	Services	1995	2001	
		Terra Hauta IN	Director of Career &	2001	2003	
Ivy Tech Cor	mm, conege	Terre Haute, IN	Employment Services	2001	2000	

Northwood University

Indiana Business College

Indianapolis, IN

Indianapolis, IN

Program Center Manager

Director of Career

Services

2003

2006

2006

Present

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Hubbard

NAME;	Hubbard		Destry	Louise	
	(Last)		(First)	(Middle)	
NAME OF I	MQTITHT	ON: Indiana Dunia	O-ll		
MAINE OF		ON: <u>Indiana Busir</u>	ness College — Nov	thwest	
in the subsequent of the transfero	de de la constitución de la cons	Names of Co	ourses Taught:	\$ N. r.	
MAT095 - F	undament		3		
COM105- C					
CSS100 - S	trategies it	or Success			
					•
	***************************************				
Source of			Aron or Cubinet of	Period of A	Attendance
Training/Ed	ucation	Location	Area or Subject of Training/Education	From:	To:
Ball State Unive	ersity	Muncie, IN	Education	8/1999	7/2004
The Pacific Inst	litute	Indianapolis, IN	Investment in Excellence	7/2006	7/2006
Institutional App Training for CS	olication	Indianapolis, IN			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0100	maianapons, na	Strategies for Success	9/2006	9/2006
5.4 Str. 95.	in and the Late of		SAME ALL PROPERTY OF A STATE OF A		W. Sangaran and Sangar
				Employme	
Applicable Experience		Location	Exact Nature of Experience	From:	To:
Assistant Direct	or of		Management, leadership,		
LUGUAUUI		Indiana Business College	classroom observations	11/2005	present
			,		
	· · · · · · · · · · · · · · · · · · ·				

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Leonard

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Elaine

(First)

Perrotti

(Middle)

NAME OF INSTITUTIO	N: Indiana Busine	ess College — Nort	hwest	
	Names of Cou	ırses Taught:		,
Accounting I, Cost Acco	ounting, Accounting III, In	come Tax Accounting, P	rinciples of B	usiness,
		ls of Math, Presentation		
Fundamentals of Comm	nunication,			
	unt u			
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
San Jose State University	San Jose, California	Business/Accounting	Aug 1973	May 1978
College of Emporia	Emporia, Kansas	Theology/Religious Education	Aug 1980	July 1983
			THE ALL BOX 1991 FOR THE	
			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Permanent Substitute Teacher	Traders Point Christian Academy, Indianapolis, IN	Substitute teacher for K-8 <sup>th</sup> grade - all subjects	Sept 2001	Jan 2005
Self-employed Accountant	Indianapolis, IN	Tax Returns/ accounting procedures for clients	1993	2005
Coordinator for Teen & Children's Ministries	Living Word Fellowship, Indianapolis, IN	Taught, trained teachers, wrote curriculum	1995	2003
Accountant for day care centers	Learning Time Preschool, Indianapolis, IN	Full charge of all accounting, except taxes	1989	1993

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:	Siemen		Diane			
	(Last)		(First)		(Middle)	
NAME OF	INSTITUTION:	Indiana Bu	siness College -	- Non	thwest	
g , ,		Names of	Courses Taugh	t:		
CPU200:	Computer and Office	Automation	Indiana Busines	s College	Current	
CDI 1242+	Mord Proposing		Indiana Dusinas	n Callaga	Comment	

CPU200: Computer and Office Automation	Indiana Business College	Current
CPU212: Word Processing	Indiana Business College	Current
CPU200: Spreadsheets	Indiana Business College	Current
CPU230: Database	Indiana Business College	Current
CSS101: Customer Service	Indiana Business College	Current
MED106: Psychology	Indiana Business College	Current

Source of		Area or Subject of	Period of A	Period of Attendance	
Training/Education	Location	Training/Education	From:	То:	
SVSU	Saginaw, Mi	Psychology	8/1995	8/1999	
Indiana University	Bloomington .	IST	8/06	Present	
Microsoft	Redmond, Wa	Techology MS Office	2/02		
			Employment Period		
Annlianhla	1				
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
	Location Carmel, In		From: 3/01	To:	
Experience		Experience			
Experience  New Horizons	Carmel, In	Experience Instructor	3/01	9/01	

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

NAME:

Lorain County JVS

Medical Transcription

Oberlin, Ohio

Indianapolis, IN

Tegarden

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Diana

(First)	(Middle)	
a Business College-Northwest		
of Courses Taught:		· · · · · · · · · · · · · · · · · · ·
	***************************************	·
		· · · · · · · · · · · · · · · · · · ·
Area or Subject of	Period of A	ttendance
Training/Education	From:	To:
Bachelor of Science	1977	1979
io Master of Education	1981	1984
na Court Reporting	1996	1998
ornia Medical Billing/Coding	2002	2002
	Employme	nt Period
Exact Nature of Experience	Employme From:	nt Period To:
	Area or Subject of Training/Education  Bachelor of Science  Master of Education  Court Reporting	Area or Subject of Training/Education  Bachelor of Science  Master of Education  Period of A From:  1977  1981  1996

adult ed instructor - nights

medical typing

1979

1998

1981

present

TE	םם	ЦΛ	IIT	
	RR	HA	υı	С.

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G.	M.B.A.	18	5	0	Х	
Coleman, Rebecca A.	M.S.	20	16	4	Х	r
Myers, Margaret E.	M.B.A.	7	< 1	2	*	Х
McGuire, Karen S.	M.B.A.	39	14	10	Х	
Watson, Theresa S.	M.Ed.	9	5	4		Х
				-		1

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Bottomley

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Sara

Germain

(Last) (F		(First)	(Middle)		
NAME OF INSTITUTION	N: Indiana Bu	Indiana Business College - Terre Haute			
	Names of	Courses Taught:			
ACC101, Accounting I;	ACC102, Accounting	g II; ACC105, Payroll/10 Key	r; ACC107, In	come Tax;	
		1, Accounting III; ACC202,			
		0, Intermediate Accounting			
Math; BUS205, Econor					
	1				
Source of		Area or Subject of	Period of A		
Training/Education Indiana Wesleyan	Location	Training/Education	From:	То:	
University	Marion, IN	Business	2004	2006	
Indiana State University	Terre Haute, IN	Accounting	1982	1986	
			Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Indiana Business College	Terre Haute, IN	Instructor	2002	Present	
Terre Haute Heart Center	Terre Haute, IN	Collections Supervisor	1988	2002	

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Coleman

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Rebecca

Ann

(Last)		(First)		
NAME OF INSTITUTION	ON: Indiana B	usiness College - Terre Haut	e	
	Names of	f Courses Taught:		
KEY101, Keyboarding	I; KEY102, Keyboar	ding II; KEY 201, Keyboardin	g III; KEY 202	2, Machine
Transcription; COM102	2, Communication I;	COM103, Communication II;	COM204,	
Communication III; SP	C101, Presentation	Skills; and BUS230, Business	Office Proce	edures.
				- 10
	<del></del>			
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
Applicable		Exact Nature of	Employme	
Experience	Location	Experience	From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated	Jasper, IN	Teacher	1970	1972

### **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

**Fdith** 

1998

1994

1999

1998

NAME:	Myers		Margaret	Edith	
	(Last)		(First)	(Middle)	
NAME OF	INSTITUTIO	ON: Indiana Bus	iness College - Terre Hau	ite	
		Names of C	Courses Taught:		
COM090,	Fundamenta	ls of Communication;	COM105, Communication	I, COM206,	
			PC101, Presentation Skill		-
			00, Fundamentals of e-Bu		
		,			
		1 1 ×			
-					
	<del></del>			Period of A	ttendance
Source of Training/E		Location	Area or Subject of Training/Education	From:	To:
Indiana State	e University	Terre Haute, IN	Business	2001	2004

			Employme	
Applicable Experience	Location	Exact Nature of Experience		То:
Indiana Business College	Terre Haute, IN	Instruction	2006	Present
Signal Capital Management	Terre Haute, IN	Portfolio Management	2000	Present
Indiana State University	Terre Haute, IN	Instruction	2004	Present
Fine and Hatfield	Vincennes, IN	Legal document prep	2000	2002

Paralegal

Social Studies/Edu

Vincennes University

Oakland City University

Vincennes, IN

Oakland City, IN

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

McGuire

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Karen

(Last) (I		(First)	(Middle)	_
NAME OF INSTITUTION	N: Indiana Busine	ess College – Terre Hau	te	
	Names of Co	urses Taught:		
CPU200, Computers a	nd Office Automation; CF	PU212, Word Processing	j; CPU220,	
Spreadsheets; CPU230	0, Database; and CPU25	0, Software Integration		
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	То:
Indiana Wesleyan University	Marion, IN	Business	1993	1994
St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1992
•				
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	2 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) - 1 (1983) -		
Applicable		Exact Nature of	Employme	
Experience	Location	Experience	From:	То:
Indiana Business College St. Mary-of-the-Woods	Terre Haute, IN	Computer Instruction	1993	Present
College	Terre Haute, IN	Director of Computer Info.	1984	1993
Indiana State University	Terre Haute, IN	Payroll Coordinator	1976	1984

## **INSTRUCTOR'S QUALIFICATION RECORD**

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:	Watson	•	Theresa		Sue	
	(Last)		(First)		(Middle)	
	,					
NAME OF	INSTITUTIO	l: Indiana Busin	ess College -	<u>- Terre Haut</u>	e	
		Names of Co	urses Tauç	jht:		
CBI 1200 C	omputer and	Office Automation: CP	U212. Word	Processing;	CPU220, Spreadsheet;	
CPU230, D	atabase; CF	J250, Software Integra	tion; KEY101	, Keyboardii	ng 1, KEY 102,	
Keyboardir	ng II, KEY20	Keyboarding III; KEY2	202, Machine	Transcription	n; and KEY203,	
	achine Trans					
- MCGIOGI IVIC	JOHN O THAILE					
	<u> </u>					
	<del></del>					

			Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:	
Indiana State University	Terre Haute, IN	Elem. Education	1994	1999	
Purdue University	W. Lafayette, IN	Elem. Education	1988	1993	
			Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	То:	
Indiana Business College	Terre Haute, IN	Instruction	2001	Present_	
Anderson's Medical Products	Terre Haute, IN	Collections	1997	2002	
Vigo County School Corporation	Terre Haute, IN	Remediation Teacher	2001	2001_	
		Middle School Teacher	1997	2000	

#### DEGREE APPLICATION

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Indiana Business College – Evansville, Indianapolis, Muncie, & Name of Institution Terre Haute Name of Program Accounting Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) BS Name of Person Preparing this Form Kimberli J. Zornes Telephone Number 317-656-4732 Application Type Date the Form was Prepared April 24, 2007 New Renewal I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives. The Accounting Bachelor of Science degree program provides students with an understanding of theory and application related to an accounting environment, including training in the areas of

The program has been developed as a completion program for students who have graduated from an accredited associate degree program in Accounting, or a related area, or who have earned college credit equivalent to such a degree. Additional coursework may be required in order to meet the prerequisite requirements of the courses included in the Accounting program.

performance analysis, budgeting, managing controls, taxation, and auditing. The Bachelor of

Science degree in Accounting prepares professionals for jobs in private businesses,

government or nonprofit agencies, and public accounting firms.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Accounting	***			
TOTAL COURSE HOURS:		103	Check one:	Quarter Hours		
				Semester	Hours	
				Clock Hou	urs .	
LENGTH OF PROGRAM:		18 Months	`TUITION:	\$18,660		
SPECIALTY COU	RSES:					
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>	
ACC302	MANAGE	RIAL COST ACCOUNTI	NG		5	
ACC315	ADVANC	ED INCOME TAX			5	
ACC340	INTERMEDIATE ACCOUNTING I				5	
ACC350	INTERMEDIATE ACCOUNTING II					
ACC425	ADVANCED AUDITING					
FIN350	FINANCE FOR MANAGERS					
INT465	ACCOUNTING PRACTICUM					
MGT300	BUSINESS ETHICS					
MGT310	TECHNOLOGY FOR MANAGERS				5	
MGT325	ORGANI	ZATIONAL BEHAVIOR		<del></del>	_5	
MGT410	MANAGE	EMENT IN A GLOBAL EN	IVIRONMENT		5	
	ELECTIV	<b>/</b> E		<del></del>	5	
			4. <del>- 1</del>			
<u> </u>						

### **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>	
BUS310	MICRO ECONOMICS	5	
COM315	ADVANCED COMPOSITION	5	
CSS300	CRITICAL THINKING AND PROBLEM SOLVING	5	
HUM305	INTRODUCTION TO HUMANITIES	5	
MAT301	COLLEGE ALGEBRA	5	
MAT365	STATISTICS	5	
SCI305	ENVIRONMENTAL SCIENCE	5	
SCI310	PRINCIPLES OF NUTRITION	5	
SOC101	INTRODUCTION TO SOCIOLOGY	5	
Number of Credit/0 Number of Credit/0	ge: 56% ge: 44%		
If applicable: Number of Credit/0	ge:		

- III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.
- 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

4601 Theater Drive

Evansville, IN 47715

8 am - 10 pm Monday - Thursday; 8 am - 4 pm Friday

One full-time librarian; one part-time work study

2. Number of volumes of professional material:

437 books/video material

Over 382 periodicals

- 3. Number of professional periodicals subscribed to:
  - 8 Professional periodicals
- 4. Other library facilities in close geographical proximity for student access:

Evansville Vanderburgh Public Library

Oaklyn Branch

3001 Oaklyn Drive

Evansville, IN 47711

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

#### **EVANSVILLE:**

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	2	Part-time:	3

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
	Diploma	Experience	at Your	at	Full-	Part-
(Alphabetical Order)	Earned	in Specialty	School	Other	time	time
Carpenter, John	BS	9	8		X	
Malana, Bonifacio	MBA	26	9 months			Χ
Riley, Patrick	МВА	28	10	2.5	Х	
Smith, Gerald	МВА	25	2			Х
Stocking, Jimmie	MBA	30	9 months	30		Х
						:
		-				
		:				
;	1					

# INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Carpenter

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

John

(First)

(Middle)

NAME OF INSTITUTIO	N: Indiana Bus	siness College - Evansville		
	Names of (	Courses Taught:		
Computers and Office A	automation; Word Pro	cessing; Spreadsheets; Bus	siness Math	
· · · · · · · · · · · · · · · · · · ·				
				· 
			Period of A	ttondance
Source of	Location	Area or Subject of Training/Education	From:	To:
Training/Education Southwest Baptist	Bolivar, MO	BS Computer Science	8/1992	5/1997
University University of Phoenix Online	Online	MS Information Systems Management	8/2004	Present
Offinie				
		Exact Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	То:
BancTec Financial Systems	Springfield, MO	Programmer	5/1998	9/1999

# INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

AME: Malana		Bonifacio	(Middle)	
AME: <u>Malana</u> (Last)		(First)		
AME OF INSTITUTION	o <b>n:</b> Indiana Bu	ısiness College - Evansville		
ANIE OF INSTITUTE			+	
	Names of	Courses Taught:		44. 19 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -
//anagement;				
· ·				
	<u> </u>			
			Period of A	ttendanc
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ohio Institute of Technology	Columbus, OH	BS in Electronics Engineering Technology	1/77	3/81
Ashland University	Ashland, OH	мва	3/84	5/86
			<u></u>	
	THE REAL PROPERTY OF THE PROPE		Employment Perio	
Applicable Experience	Location	Exact Nature of Experience	From:	То:
Whirlpool Corp	Various	Engineering, marketing, ops, purchasing, mgt.	3/81	10/99
Wolf appliance Co.	Madison, WI	Supply chain mgt.	10/99	3/03
ASA Consulting	Evansville, IN	Operations consulting	3/03	8/06
Millor Planting	Evnasville, IN	Supply chain mgt.	8/06	preser

Miller Planting

# INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Riley

(Last)

NAME:

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Patrick

(First)

Michael

(Middle)

•				
IAME OF INSTITUTION	N: Indiana Bu	usiness College - Evansville		
	Names of	Courses Taught:		
			\ coounting:	
Accounting I; Accountin	g II; Payroll/10 Key;	Income Tax; Computerized A	Accounting,	
Accounting III; Business	Law; Business Ma	<u>th</u>		
			<del></del>	
			Period of A	ttendanc
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
University of Southern	Evansville, IN	BS Accounting	1970	1973
Indiana	Evansville, IN	MBA Business	1976	1980
University of Evansville	Evalisvine, iiv			
				F-101,2400 (F
		E (National of	Employme	nt Perioc
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Arkla Industries	Evansville, IN	Budget Manager	1973	1978
	Evansville, IN	Accounting Manager	1978	1995
Peabody Coal Company	Evalisvine, iiv	7.000		

## INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

NAME:

Smith

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Gerald

(First)

(Middle)

NAME OF INSTITUTION	N: Indiana Busi	ness College - Evansville		
	Names of C	ourses Taught:		
Business Law				
			<u> </u>	
		· · ·		· · · · · · · · · · · · · · · · · · ·
:		2 Abiant of	Period of A	ttendance
Source of Training/Education		Area or Subject of Training/Education	_	
[ [ all illight addation	Location	Training/Luddation	From:	To:
	Louisville, KY	MBA Management	5/82	<b>To:</b> 5/86
Bellarmine University  St. Bonaventure University				
Bellarmine University	Louisville, KY	MBA Management	5/82	5/86
Bellarmine University St. Bonaventure University	Louisville, KY St. Bonaventure, NY	MBA Management  BA Liberal Arts	5/82 9/62	5/86
Bellarmine University	Louisville, KY	MBA Management  BA Liberal Arts	5/82 9/62	5/86
Bellarmine University St. Bonaventure University Applicable	Louisville, KY St. Bonaventure, NY	MBA Management  BA Liberal Arts	5/82 9/62	5/86
Bellarmine University  St. Bonaventure University  Applicable Experience	Louisville, KY St. Bonaventure, NY  Location	MBA Management  BA Liberal Arts  Exact Nature of	5/82 9/62 Employme	5/86 6/66 nt Period
Bellarmine University  St. Bonaventure University  Applicable Experience  Champion Lab. Sales Mgt	Louisville, KY St. Bonaventure, NY	MBA Management  BA Liberal Arts  Exact Nature of Experience	5/82 9/62 Employme From:	5/86 6/66 nt Period To:
Bellarmine University  St. Bonaventure University  Applicable Experience	Louisville, KY  St. Bonaventure, NY  Location  Albion, IL	MBA Management  BA Liberal Arts  Exact Nature of Experience  Managed acct. base	5/82 9/62 Employme From:	5/86 6/66 nt Period To:

## INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Jimmie

E.

IAME: Stocking (Last)		First)	(Middle)	
NAME OF INSTITUTION	N: Indiana Busine	ss College - Evansville		
	Names of Cou	ırses Taught:		
ntroduction to Sociolog	у			· · · · · · · · · · · · · · · · · · ·
Source of	Location	Area or Subject of Training/Education	Period of A From:	ttendance To:
Training/Education	Murry, Kentucky	Rank I Education	1978	1979
Murry State University Western Kentucky Univer.	Bowling Green, Kentucky	Masters of Arts- Counseling	1977	1978
Western Kentucky Univer.	Bowling Green, Kentucky	BS Political Science	1972	1976
Henderson Comm. Coll.	Henderson, Kentucy	AS	1970	1972
		Exact Nature of	Employment Period	
Applicable Experience	Location	Experience	From:	То:
Junior High Teacher	Henderson Co. School	Henderson, Kentucky	1976	2003
	System	Worker assist senior		
	Li dana Kontuolog	citzens	2001	Present

citzens

Henderson, Kentucky

Americorps

#### **INDIANAPOLIS:**

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	9	Full-time:	7	Part-time:	2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bray, Ernest	M.B.A.	13	0.5	1.5	Х	
Brown, Paulette	M.S.	7	2.5	2		Х
Farmer, Belinda	B.S.	12	2			Х
Heavin, Diane	M.A.	21	21	6.5	X	
Plunkett, Anthony	M.S.	13	0.5	2	Х	
Robinson, Alberta	M.S.	8	0.5		X	
Sears, Aaron	B.S.	8	1		Х	
Temple, Diana	M.B.A.	17	7.5	2.0	X	
Whalen, Alan	M.B.A.	11	.5	4	X	

## INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Bray, Ernest L.

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli &

Specific Courses that You Teach in Program: Business Administration — Finance CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed – May, 2003
		是"特别"。	The second secon
Applicable	Location	Exact Nature of Experience	Employment Period From: To:
Experience Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 <sup>nd</sup> mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
University  Ivy Tech State	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
College U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

## INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Brown,

**Paulette** 

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration — Marketing CSS100 Strategies; COM206 Communication II: COM105 Communication I

Source of Training/Education	Location Indianapolis, IN	Area or Subject of Training/Education  BS in Business	Period of Attendance From: To: Completed 12/99
Indiana Wesleyan Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
			to State Street Control of the State
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group Then Possibilities	Indianapolis, IN Learning Consultant	Writer Recruitment	7/00 to 6/03 5/02 to 10/02
Network	Concultant		

## INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Farmer,

(Last)

**Belinda** (First)

Ann (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration - Marketing BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College – Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

### INSTRUCTOR QUALIFICATION RECORD

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NAME: Heavin, (Last)	Diane (First)	M (Middle)
NAME OF INSTITUTION:	Indiana Business College — 🏻	indianapolis
Specific Courses that yo KEY101 Keyboarding I;	ou Teach in a Program: Business BUS230 Business Office Procedu	Administration - Marketing ures

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
		//////////////////////////////////////	//////////////////////////////////////
Applicable Experience	Location	Experience	From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is correct to the best of my knowledge.

SIGNATURE OF INSTRUCTOR	DATE

## **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Plunkett

(Last)

**Anthony** 

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

**Specific Courses that You Teach in Program: Business Administration - Marketing** BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of	Location	Area or Subject of Training/Education	Period of Attendance	
Training/Education		Training/ Education	From:	To:
University of	Las Vega, NV	Organizational Management	2001	2002
Phoenix California State	Bakersfield, CA	Economics	1990	1993
University Antelope Valley	Lancaster, CA	Business/General Education	1987	1990
College				
Applicable	Location	Exact Nature of Experience	Employme From:	ent Period To:
Experience Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism	Salt Lake City, UT	Teaching Customer Service	1994	1999
Board PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

## **INSTRUCTOR'S QUALIFICATION RECORD**

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IAME: Robinson,	Albert	a Eliza	beth
(Last)		(First)	(Middle)
er oaa ihbo	+ Vou Teach in Progra	m: Business Administra ACC202 Cost Accounting	
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Iniversity of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
Applicable	Location	Exact Nature of Experience	Employment Period From: To:
Experience Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006
I certify that the al	bove information is co	orrect to the best of my	knowledge.
SIGNATURE OF IN	STRUCTOR		DATE

## INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:	Sears	Aaron	
	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli &

Specific Courses that You Teach in Program: Business Administration — Marketing

#### **LEG101 Business Law**

Source of Training/Education	Location	Area or Subject of Training/Education	Perio Atteno From:	od of dance To:
Ball State University	Muncie, IN	Criminal Justice BS	1990	1995
Applicable Experience	Location	Exact Nature of Experience	Employme From:	ent Period To:
Greenwood Probation	Greenwood, IN	Support Officer	2005	
Hendricks County Probation	Indianapolis	Support Officer	2004	2005
Marion County	Indianapolis	Support Officer	1996	2000

I certify that the above information is correct t	o the best of my knowledge.
SIGNATURE OF INSTRUCTOR	DATE

## INSTRUCTOR QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Temple	Dian	/= /	l liddle)				
(Last)	(First)	(14	iluule <i>)</i>				
NAME OF INSTITUTION: Indiana Business College — Indianapoli &							
Specific Courses that CSS100 Strategies; SP	you Teach in a Progra	am: Business Adminis Is	stration – Marketing				
CSS 100 Strategies, or							
Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:				
Indiana Wesleyan U.	Marion, IN	Business Administration MBA	1994 1996				
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991				
111111111111111111111111111111111111111	111111111111111111111111111111111111111	111111111111111111111111111111111111111	111111111111111111111111111111111111111				
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:				
IPL	Indianapolis, IN	Customer Service	1981 1998				
	e above information is	s correct to the best o	f my knowledge.				

SIGNATURE OF INSTRUCTOR DATE

### INSTRUCTOR'S QUALIFICATION RECORD

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME:

Whalen,

(Last)

E.

Alan (Middle)

(First)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration – Marketing ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
rammy, za weza.			From: To:	
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	1972 to 1976	
University of Indianapolis	Indianapolis, IN	МВА	1983 to 1987	
			Fundament David	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:	
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04	
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00	
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99	

MUNCIE:						
IV. FACULTY: Attach completed Ins ** Include all required documentation						
Total # of Faculty in the Program:	6	_ Full-time: _	3	_ Part-time: _	3	_

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	one:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Cindy Gerber	MA	17	17 Years	2 Years	Yes	
John Heppner	MBA	4	2 Quarter	0		Yes
Holly Summers	МВА	3	2 Quarter	0		Yes
Tonja Van Fossan	MAE	8	1 Year	6 Years	Yes	
Cheryl Williamson	МА	25	1.5 Years	24 Years		Yes
J.E. Wright	МВА	16	16 Years	4 Years	Yes	
					,	

### INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

F

NAME: Ertel		Billie	<u> </u>			
(Last)		(First)	(Middle)			
NAME OF INSTITUTION	ON: Indiana Bu	usiness College — Mo	urion			
	Vames of	Courses Taught:				
Key I & II, Comm I, II 8	. ]					
	the state of the s					
ACCOUNTS AND A STATE OF THE STA			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
Source of		Area or Subject of Training/Education	Period of A	ttendance To:		
Training/Education Indiana Wesleyan	Location	Masters in Education	From: 1995	1996		
University  Ball State University	Marion, IN Muncie, IN	Masters in Education	1985	1997		
Ball State University	Muncie, IN	Masters in Education	1968	1999		
Marion College	Marion, IN	Elementary Education	1964	1997		
			Employme	Employment Period		
Applicable Experience	Location	Exact Nature of Experience	From:	To:		
Indiana Business College	Marion, Indiana	Instructor	1999	Present		
Indiana Business College	Marion, Indiana	Director of Education	1997	1999		
Indiana Business College	Marion, Indiana	Instructor	1986	1997		
Marion Community Schools	Marion, Indiana	Substitute	1985	1986		

Schools

### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor. Chuck NAME: Kenworth -(Middle) (First) (Last) Indiana Business College -NAME OF INSTITUTION: Names of Courses Taught: Communications I, II Period of Attendance Area or Subject of Source of Training/Education From: To: Training/Education Location 1965 1971 Music **Ball State University** Muncie 1959 1963 Music, English Indiana Weslayan Marion **Employment Period Exact Nature of Applicable** Experience From: To: Experience Location Present 8/98 Marion, IN Teacher Marion Schools 1997 1998 Instructor Indiana Business College Marion 1998 1995 Sales Marion Credit Bureau, Marion

#### INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

#### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Collega

NAME: Koli	st)				(Middle)		
NAME OF INSTI	TUTION:	Indiana E	Business College — Max	ion			
		Names o	Courses Taught				
BUS 206 Caree	Development,	Com105 (	Communications				
CSS101 Custon	ner Service, CS	S100 Strat	egies , KEY 101 Keyboarding	j l,			
SPC101 Present	ation Skills						
	THE STATE OF THE S						
		······································					
, au et a l'anne				· · · · · · · · · · · · · · · · · · ·			
NECTOR STATE OF THE STATE OF TH							
C			Area or Subject of	Period of A	ttendance		
Source of   Training/Educa	tion Locatio	on	Training/Education	From:	То:		
Indiana Wesleyan University	Marion		Communications Bachelor of Science	9/1992	12/1995		
-							
			The second secon	The state of the s	1,000		
Applicable			Exact Nature of	Employme	nt Period		
Experience	Locati	on	Experience	From:	То:		
Chronicle-Tribune/ Gannett Newspaper	s Marion,	IN	Advertising Sales	05/05	9/06		
Indiana Business C		IN	Senior Admissions Representative (Sales)	04/03	9/04		
Indiana Business C			Director of Career Services	7/02	04/03		
East Central Oppor	tunities Muncie,	IN .	Employer Services Representative	3/00	7/02		

## INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

Use the	<tab> key to advance to the r</tab>	next field, or select a field by clicking the	cursor.	
NAME: Lindberg		Jeffrey	W	
(Last)	The state of the s	(First) (I		
NAME OF INSTITUTIO	N: Indiana Bu	siness College - Maxii	οŊ	
	Names of	Courses Taught:		
Management, Sales, P	sychology, Marketing			
president and a second a second and a second a second and				
			Open to the latest the second	
	The second secon			······································
		***************************************		
Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Training/Education	From:	To:
Ferris State University	Big Rapids, MI	BS Marketing/Management	1976	1978
Central Michigan University	Mt Pleasant, <b>Ml</b>	MBA Marketing	1978	1980
Central Michigan University	Mt Pleasant, MI	MS Candidate, Psy D Prog	1981	1983
Indianapolis Gestalt Inst	Indianapolis, IN	3 Yr Advanced Training	1993	1996
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	To:
EDS Leadership	Southfield, MI	Trainer/Needs Analysis	1985	1987
Development	Carmel, 1N	Therapist	1993	1999
Private Practice Anthem, Inc.	Indianapolis, IN	Mgr, Y2K and CASE projects	1993	1998
riment, iik.	i 1110001020113, 111	7.31335		

AVP, Health/Life

Indianapolis, IN

Conseco, Inc.

2000

1999

## INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

### Please TYPE the form.

NAME:

Miller

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Deonna

Mae

	(First)		
ON: Indiana Bus	siness College - Marion		
Names of (	Courses Taught:		
			<u></u>
		Period of A	\ttendance
Location	Area or Subject of Training/Education	From:	То:
Muncie	Secondary Edu-Math	1-93	5-99
	Exact Nature of		
Location	Experience	From:	To:
Converse, Indiana	8 <sup>th</sup> Grade Math	8-04	5-05
Marion, Indiana	7 <sup>th</sup> Grade, High School Math	8/99	5/04
	Location  Muncie  Location  Converse, Indiana	Names of Courses Taught:    Location	Names of Courses Taught:    Location

## INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

NAME:

Mozingo

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Louis

(First)

(Middle)

(Last)		(First)		
NAME OF INSTITUTIO	N: Indiana Bu	usiness College - Marion	·	
	Names of	Courses Taught:		
Income Tax, Accountin	g II, Payroll, Account	ting I		
			<u> </u>	
			Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:
IU Kelley School of Business	Indianapolis, IN	Business Admin.	08/95	05/99
lvy Tech	Anderson, IN	Accounting	08/01	05/02
Applicable		Exact Nature of	Employme	nt Period
Experience	Location	Experience	From:	То:
Ivy Tech	Anderson, IN	Accounting Tutoring	01/2002	05/2002

## INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

NAME: Scher Kelly Anne (Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College — Mariem

Names of Courses Taught:

Management, Marketing, Sales, Accounting I

	***************************************		Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University	Kokomo, IN	мва	8/2003	05/2005
Purdue University	West Lafayette, IN	BS	8/1992	5/1996
		and the second s		
			Employment Period	
Applicable		Exact Nature of		
Experience	Location	Experience	From:	To:
Sysco Food Services	Indianapolis, IN	Food Sales & Marketing	2/2005	Current
Hormel Health Labs	Austin, MN	Nutritional Products Sales and Marketing	7/2002	2/2005
		Foodservice Sales &		1
Hormel Foods International	Austin, MN	Marketing	4/2000	7/2002

### INSTRUCTOR'S QUALIFICATION RECORD

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### Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Sharon Betty Taylor NAME: (Middle) (First) (Last) Indiana Business College NAME OF INSTITUTION: Names of Courses Taught: Comm I & II, Business Math Period of Attendance Area or Subject of Source of Training/Education From: To: Location Training/Education 1998 1995 **MA-Mathematics** Muncie Indiana Ball State University 1968 1972 **BS-Mathematics** Upland, Indiana Taylor University Microsoft Office 2003-2005 Master Marion, Indiana Indiana Business College **Employment Period Exact Nature of** Applicable To: Experience From: Location Experience

Instructor

Instructor

Math Teacher

Math Teacher

Marion, Indiana

Marion, Indiana

Marion, Indiana

Marion, Indiana

Indiana Business College

Indiana Business College

St. Paul/Bennett School

St.Paul School

1999

1998

1995

1990

Present

1999

1998

1993

# INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

Vermillion

NAME:

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Marsha

Renee

	ermillion_ Last)		(First)	(Middle)	
IAME OF INS	STITUTIO	N: Indiana Busi	ness College - Marion		
			ourses Taught:		
		ion I; COM206 - Comr			
OM105 - Co	mmunicat	ion i, Colvizou - Comi	Harrication		
				Period of A	ttendance
Source of Training/Ed	ucation	Location	Area or Subject of Training/Education	From:	To:
Continuing Edu		Vincennes	license renewal	various	summers
Obnarianing ===		Indiana Wesleyan	license renewal	various	summers
Indiana State L	Jniversity	Terre Haute	B.S. English Teaching	1983	1987
				Employment Pe	
Applicable Experience	<b>)</b>	Location	Exact Nature of Experience	From:	То:
Marion High S		Marion, IN	classroom instruction	1999	current
Grant Co. She		Marion, IN	classroom instruction	1997	1998
Substituting		Various Locations	classroom instruction	1996	1997
3		Indianapolis	classroom instruction	1995	1996

Indianapolis

Bishop Chatart

# INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

AME: Vermillior (Last)	<u> </u>	Ron (First)	(Middle)	
IAME OF INSTITUTI	ON: Indiana Bus	iness College — Max	"TOY	
	Names of C	ourses Taught:		
Presentation Skills				, , , , , , , , , , , , , , , , , , , ,
karterre den sekel distance pyrjan spatiant fri de de de de de grad Marija, a gest ffri bywe es skart		O dint of	Period of A	tendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Ball State University	Indiana	Business Ed	8/87	12/92
termination and all the state of the state o	AND AND THE PROPERTY OF THE PR		A Property live to the best of the second se	
Applicable	Location	Exact Nature of Experience	Employme From:	nt Period To:
Experience	Marion, IN	Teacher	8/2001	Present
Marion Schools  Wabash Schools	Wabash, IN	Teacher	8/1996	8/2001
Chetard High School	Indianapolis, IN	Teacher	8/1994	9/1996
Indiana Business Colle		Instructor	6/1993	9/1994

#### **TERRE HAUTE:**

IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include all required documentation pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bottomley, Sara G.	M.B.A.	18	5	0	Х	
Coleman, Rebecca A.	M.S.	20	16	4	Х	
Myers, Margaret E.	M.B.A.	7	< 1	2		X
McGuire, Karen S.	M.B.A.	39	14	10	Х	
Watson, Theresa S.	M.Ed.	9	5	4		Х

## **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

NAME:	Bottomley (Last)		Sara (First)	Germain (Middle)	
NAME OF INSTITUTION: Indiana Business College - Terre Haute					
			Courses Taught:		
ACC101,	Accounting I; A	ACC102, Accounting	II; ACC105, Payroll/10 Key;	ACC107, Inco	ome Tax;
ACC115,	Computerized	Accounting; ACC20	1, Accounting III; ACC202, 0	Cost Accounting	<u>ıg;</u>
ACC240,	Intermediate A	accounting I; ACC250	), Intermediate Accounting I	I, MAT105, Bu	siness
Math; BU	S205, Econom	ics;			
				Period of A	ttendance
Source	of /Education	Location	Area or Subject of Training/Education	From:	To:
Indiana W University		Marion, IN	Business	2004	2006
	ate University	Terre Haute, IN	Accounting	1982	1986
illularia Oc					
				Employme	
Applica		l tion	Exact Nature of Experience	From:	To:
Experie		Location		2002	Present
	usiness College	Terre Haute, IN	Instructor  Collections Supervisor	1988	2002
Terre Hau	ite Heart Center	Terre Haute, IN	Collections Supervisor	1,000	
1					

# **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:

Coleman

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Rebecca

(Last)		(First) (Middle)		
NAME OF INSTITUTION	N: Indiana Bu	siness College - Terre Haute		
	Names of	Courses Taught:		
KEY101, Keyboarding I	KEY102, Keyboard	ing II; KEY 201, Keyboarding	III; KEY 202,	Machine
Transcription; COM102,	Communication I; C	COM103, Communication II; C	COM204,	
Communication III; SPC	101, Presentation S	kills; and BUS230, Business	Office Proced	ures.
				· .
		Area or Subject of	Period of A	ttendance
Source of Training/Education	Location	Training/Education	From:	To:
Indiana State University	Terre Haute, IN	Masters in Bus. Education	1970	1972
Indiana State University	Terre Haute, IN	Bachelor in Bus. Education	1966	1970
mularia State Oniversity				
			1	
Applicable		Exact Nature of	Employme	
Experience	Location	Experience	From:	To:
Indiana Business College	Terre Haute, IN	Instruction	1991	Present
North Vermillion School Corp.	Cayuga, IN	Teacher	1973	1974
Greater Consolidated	Jasper IN	Teacher	1970	1972

Jasper<u>,</u> IN

Jasper Schools

## **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:

Myers

(Last)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Margaret

(First)

Edith

(Middle)

Present

Present

2002

2000

2004

2000

NAME OF INSTITUTIO	N: Indiana Bu	siness College - Terre Haute	e		
	Names of	Courses Taught:			
		COM105, Communication I			
		SPC101, Presentation Skills			
Management; LEG101,	, Business Law; BUS	200, Fundamentals of e-Bus	iness.		
		A Cubinet of	Period of Attendance		
Source of Training/Education	Location	Area or Subject of Training/Education	From:	То:	
Indiana State University	Terre Haute, IN	Business	2001	2004	
Vincennes University	Vincennes, IN	Paralegal	1998	1999	
Oakland City University	Oakland City, IN	Social Studies/Edu	1994	1998	
			Employme		
Applicable Experience	Location	Exact Nature of Experience	From:	To:	
Experience	Town House IN	Instruction	2006	Present	

Instruction

Instruction

Portfolio Management

Legal document prep

Terre Haute, IN

Terre Haute, IN

Terre Haute, IN

Vincennes, IN

Indiana Business College

Indiana State University

Signal Capital

Management

Fine and Hatfield

## **INSTRUCTOR'S QUALIFICATION RECORD**

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## Please TYPE the form.

NAME:

McGuire

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Karen

Sue

(Last)	(F	First)	(Middle)	
IAME OF INSTITUTION	N: Indiana Busine	ss College – Terre Haute	<u> </u>	
	Names of Cou	ırses Taught:		
			CPI 1220	
	nd Office Automation; CP		OI OZZO,	
Spreadsheets; CPU230	, Database; and CPU250	), Software Integration		
		Aver or Subject of	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	
Indiana Wesleyan				To:
	Marion IN	Business	1993	<b>To:</b> 1994
University St. Mary-of-the-Woods	Marion, IN	Business		
University	Marion, IN St. Mary-of-the-Woods, IN	Business	1993 1986	1994
University St. Mary-of-the-Woods				1994
University St. Mary-of-the-Woods College	St. Mary-of-the-Woods, IN	Business	1986	1994 1992
University St. Mary-of-the-Woods College		Business	1986	1994 1992
University St. Mary-of-the-Woods College  Applicable	St. Mary-of-the-Woods, IN	Business  Exact Nature of	1986 Employme	1994 1992
University St. Mary-of-the-Woods College  Applicable Experience	St. Mary-of-the-Woods, IN  Location	Business  Exact Nature of Experience	1986 Employme From:	1994 1992 nt Period To:
University St. Mary-of-the-Woods College  Applicable Experience Indiana Business College	St. Mary-of-the-Woods, IN	Exact Nature of Experience  Computer Instruction	1986  Employme From:	1994 1992 nt Period To: Present
University St. Mary-of-the-Woods College  Applicable Experience	St. Mary-of-the-Woods, IN  Location	Business  Exact Nature of Experience	1986 Employme From:	1994 1992 nt Period To:
University St. Mary-of-the-Woods College  Applicable Experience  Indiana Business College St. Mary-of-the-Woods	St. Mary-of-the-Woods, IN  Location  Terre Haute, IN	Exact Nature of Experience  Computer Instruction	1986  Employme From:	1994 1992 nt Period To: Present

## INSTRUCTOR'S QUALIFICATION RECORD

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## Please TYPE the form.

NAME:

Watson

Anderson's Medical

Vigo County School

St. Patrick School

Products

Corporation

Terre Haute, IN

Terre Haute, IN

Terre Haute, IN

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Theresa

(First)

Sue

(Middle)

2002

2001

2000

1997

2001

1997

(Last)		(FIRST)	(maaio)	
NAME OF INSTITUTION	N: Indiana Bus	siness College – Terre Haute	<u> </u>	
		Courses Taught:		
CPU200, Computer and	Office Automation; (	CPU212, Word Processing;	CPU220, Spre	eadsheet;
CPU230, Database; CP	U250, Software Integ	gration; KEY101, Keyboardir	19 1, NET 102,	13
Keyboarding II, KEY201	I, Keyboarding III; KE	EY202, Machine Transcriptio	n; and KE120	
Medical Machine Trans	cription			
			Period of A	ttendance
Source of	Location	Area or Subject of Training/Education	From:	To:
Training/Education		Elem. Education	1994	1999
Indiana State University	Terre Haute, IN W. Lafayette, IN	Elem. Education	1988	1993
Purdue University	vv. Lalayetto, iiv			
			Employme	_
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Indiana Business College	Terre Haute, IN	Instruction	2001	Present
111010110		1	1	1

Collections

Remediation Teacher

Middle School Teacher

#### **DEGREE APPLICATION**

(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _	Indiana Business College - Indianapolis				
Name of Program _	Hospitality Restaurant Management				
Level of Degree (AAS	S, AS, AA, B	AS, BA, BS, MBA, MAS, MA	A, MS, Ph.D.)	BS	
Name of Person Prepare	aring this Fo	rm	Kimberli J. Zornes		
Telephone Number		(317)656-4732	<u>Applicati</u>	on Type	
Date the Form was Pr	epared	May 11, 2007	⊠ New	Renewal	

# I. <u>PROGRAM OBJECTIVES</u>: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program is designed to develop the knowledge and skills to begin a career path toward management in the hospitality and food service industry. Drawing on the resources of the Chef's Academy, it integrates the industry's preference for both food service ("the back of the house") and hospitality ("the front of the house") skills. The program includes a strong management component which encompasses problem-solving, forecasting, strategic-planning, team building, and human resource management.

Students complete a 10-week internship midway through their program and an 8-week externship at the conclusion of their program covering both front and back of the house operations. These strategically placed experiences, combined with a balance of industry specific operational courses, the management component, and career relevant general studies, empowers students to realize their full potential and professional goals in the hospitality food service industry.

# II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROGRAM:		Hospitality Restaurant Management				
TOTAL COURSE HOURS:		187	Check one:	Quarter Hours		$\boxtimes$
				Semester	r Hours	
				Clock Ho	urs	
LENGTH OF PRO	GRAM:	11 Quarters	TUITION:	\$44,880		
	2020					
SPECIALTY COU	RSES:					
Course Number	Course <u>Title</u>				Course <u>Hours</u>	
ACT101	Accounti	ng I			4	·
CA208	Culinary	Arts Food Preparation	on and Lab		6	
CA308	Classical	International Region	nal Presentation		8	
PSY100	Strategie	s for Success			4	
FS101	Safety, Sanitation and Kitchen Design 4			4_		
FS102	Food Sei	vice Math			4	
FS103	Purchasi	ng for Food Service			4	
FS104	Compute	r Food and Researc	h Strategies		4	
FS105	Purchasi	ng and Cost Control	s		4	
FS106	Nutrition	for Food Service			4	
FS107	Wine, Sp	irits, and Beverage I	Management	<del></del>	_4	
FS108	Food and Beverage Management 4			4		
FS109	Introduction to Dining Room Management 4			4		
FS110	Public Re	elations and Employe	ee Supervision		4	
FS111	Job Sear	ch and Interview Te	chniques		4	
FS112	Small Bu	siness Entrepreneur	ship		4	
FS213	Restaura	nt Concepts and Me	nu Design		_3	
HRM101	Introducti Trends	on to the Hospitality	Industry and Contem	porary	4	
HRM102	Hotel and	l Lodging Operations	•		1	

#### **SPECIALTY COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
HRM103	Technology for the Hospitality Industry	3
HRM105	Hospitality and Food Service Sales	3
HRM206	Casino and Gaming Operations	2
HRM207	Meeting Customer Expectations	2
HRM208	Hospitality Internship	12
HRM310	Private Club and Time Share Operations	4
HRM312	Marketing for the Hospitality and Food Service Industry	4
HRM314	Meetings, Events and Convention Planning	4
HRM415	Hospitality Law	4
HRM416	Human Resource Management for the Hospitality Industry	_4
HRM417	Hospitality Externship	8

#### **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course <u>Number</u>	Course <u>Title</u>	Course <u>Hours</u>
ECN102	Economic Geography	4
ECN205	Economics	4
ENG101	Oral Communications	4
ENG104	Business Communications	4
ENG315	Advanced Composition	4
PSY300	Critical Thinking and Problem Solving	4
HST106	Colonialism and its Aftermath	4
HUM301	Introduction to Humanities	4
LNG105	Spanish	4
PSY104	Psychology	4
SOC105	Sociology	4

# **GENERAL EDUCATION / LIBERAL ARTS COURSES:**

Course <u>Number</u>	Course <u>Title</u>				ourse <u>ours</u>
SOC205	Societal Problems			4	
SCN305	Environmental Science			4	
SCN310	Principles of Nutrition				-
<del></del>					
		<del></del>		-	
- <del></del>					
					7.11.
	Clock Hrs. in Specialty: Clock Hrs. in General Courses:	131 56	<i>I</i>	Percentage:	70% 30%
If applicable:					
Number of Credit/	Clock Hrs. in Liberal Arts:		1	Percentage:	N/A

# III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

#### 1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

<u>Location</u>: Southeast corner of second floor in the Indianapolis-Downtown campus.

Hours: Monday through Thursday 9:00am - 9:00pm; Friday 9:00am - 5:00pm;

Saturday 9:00am - 1:00pm

Librarians: One full-time and one half-time

Other Staff: Two college work study students at 40 total hours per week

#### 2. Number of volumes of professional material:

There are currently 908 items in the library collection.

#### 3. Number of professional periodicals subscribed to:

There are 32 print subscriptions and thousands of periodical titles with full text accessed through Ebsco Host Electronic Databases.

#### 4. Other library facilities in close geographical proximity for student access:

Indianapolis Marion County Public Library Central Library is within five blocks from the Indianapolis-Downtown campus. They have 22 branches throughout Marion county for easy access, as well as an online catalog and databases available to card holders.

Indiana University Purdue University at Indianapolis is within two miles of the Indianapolis-Downtown campus. As a state-supported institution, their library collections are available to all Indiana residents.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

#### **INDIANAPOLIS:**

IV. <u>FACULTY</u>: Attach completed Instructor's Qualification Record for each instructor.

\*\* Include <u>all required documentation</u> pertaining to the qualifications of each instructor.

Total # of Faculty in the Program:6 Full-time:6 Part-time:	Total # of Faculty in the Program:	6	Full-time:	6	Part-time:	
------------------------------------------------------------	------------------------------------	---	------------	---	------------	--

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names			Chec	k one:		
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Bray, Ernest	M.B.A.	13	0.5	1.5	Х	
Brown, Paulette	M.S.	7	2.5	2	Х	
Plunkett, Anthony	M.S.	13	0.5	2	Х	
Robinson, Alberta	M.S.	8	0.5		Х	
Temple, Diana	M.B.A.	17	7.5	2	Х	
Whalen, Alan	M.B.A.	11	0.5	4	Х	

# **INSTRUCTOR'S QUALIFICATION RECORD**

**Instructions:** Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts, copies of training certificates and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

NAME: Bray, Ernest L.

(Last) (First) (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli &

Specific Courses that You Teach in Program: Business Administration — Finance CPU200 Computers and Office Automation; 212 Word Processing; CPU220 Spreadsheets

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Institute of Technology	Indianapolis, IN	Bachelor's in Business Administration	Completed May, 1999
Indiana Institute of Technology	Indianapolis, IN	Master's in Human Resource Management	Completed - May, 2003
		<b>的一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个</b>	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Kelly Services/ Chase Bank	Indianapolis, IN	Research to determine 2 <sup>nd</sup> mortgage or Deed of Trust on-line	8/06 to 9/06
Kelly Services/CTB McGraw-Hill	Indianapolis, IN	Evaluator of ISTEP Tests	10/05 to 9/06
Oakland City University	Indianapolis, IN, campus location	Adjunct instructor	9/05 to 12/05
Ivy Tech State College	Indianapolis, IN	Adjunct instructor	1/04 to 5/05
U.S. Army	Fayetteville, NC	Cannon crew	1982 to 1986

## INSTRUCTOR'S QUALIFICATION RECORD

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NAME: Brown,

**Paulette** 

(Last)

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli S

Specific Courses that You Teach in Program: Business Administration — Marketing CSS100 Strategies; COM206 Communication II: COM105 Communication I

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana Wesleyan	Indianapolis, IN	BS in Business	Completed 12/99
Indiana Wesleyan	Indianapolis, IN	MSM in Business	Completed 12/01
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
The Ford Group	Indianapolis, IN	Writer	7/00 to 6/03
Then Possibilities Network	Learning Consultant	Recruitment	5/02 to 10/02
Meredian Financial	Administrative Assistant	Receptionist	8/99 to 7/00

## INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Farmer, (Last) **Belinda** (First)

**Ann** (Middle)

NAME OF INSTITUTION: Indiana Business College — Indianapoli &

Specific Courses that You Teach in Program: Business Administration - Marketing BUS260 Career Development

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Oakland City University	Oakland City, IN	BS in Organizational Management	2002 to 2004
Indiana Business College	Columbus, IN	Office Systems Specialist	1997 to 1999
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Indiana Business College	Indianapolis, IN	Director of Career Services	8/06 to Present
Indiana Business College	Indianapolis, IN	Asst. Director of Career Services	12/04 to 8/06
Indiana Business College – Corporate Offices	Indianapolis, IN	Administrative Duties	4/99 to 12/04

# INSTRUCTOR QUALIFICATION RECORD

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NAME: Heavin, (Last)	Diane (First)	M (Middle)				
NAME OF INSTITUTION: Indiana Business College - Indiana polis						
Specific Courses that you Teach in a Program: Business Administration - Marketing KEY101 Keyboarding I; BUS230 Business Office Procedures						
KEY101 Keyboarding I; BU						

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of Indianapolis	Indianapolis, IN	Elementary Education BS	9/77 5/81
University of Indianapolis	Indianapolis, IN	Elementary Education MA	1/82 6/89
•			
		111111111111111111111111111111111111111	
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Teach Reading and Math	Greenwood, IN	Teaching	9/84 1/86
Substitute Teaching	Indianapolis and Greenwood	Teaching	9/81 4/85

I certify that the above information is	correct to the best of my knowledge.
SIGNATURE OF INSTRUCTOR	DATE

## **INSTRUCTOR'S QUALIFICATION RECORD**

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NAME:

**Plunkett** 

(Last)

**Anthony** 

(First)

(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapoli 3

Specific Courses that You Teach in Program: Business Administration - Marketing BUS205 Economics; BUS202 Marketing; BUS203 Sales

Source of	Location	Area or Subject of Training/Education	Perio Attend	
Training/Education		Hammig/ Education	From:	To:
University of Phoenix	Las Vega, NV	Organizational Management	2001	2002
California State University	Bakersfield, CA	Economics	1990	1993
Antelope Valley College	Lancaster, CA	Business/General Education	1987	1990
Conce		是 是"死"。 英國 医神经病		
Applicable Experience	Location	Exact Nature of Experience	Employme From:	ent Period To:
Utah Career College	Salt Lake City, UT	Teaching AAS level Business Courses	1997	1999
Utah Travel and Tourism Board	Salt Lake City, UT	Teaching Customer Service	1994	1999
PCC Inc. – Marketing Director	Tehachapi, CA	Publication design, marketing, and management	1988	1995
NOS Communications – Motivation Manager	Las Vegas, NV	Managed motivation department/opened overseas office	2001	2004
KBA Marketing –Field Manager	Salt Lake City, UT	Opened new market, accounts and managed venue contracts	1999	2001

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NAME: Robinson,	Alberta	Elizabeth
(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration — Marketing ACC101 Accounting I; ACC102 Accounting II; ACC202 Cost Accounting

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
University of St. Francis	Fort Wayne, IN	Accounting	8/92 to 5/96
Indiana Wesleyan	Marion, IN	Management	2/03 to 12/05
	and the second second		
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Ten Adams Advertising	Indianapolis, IN	Payroll, daily accounts, delinquent accounts (providing solutions)	1997 to 1999
Intelenet Commission	Indianapolis, IN	Manager over staff accountants	1999 to 2005
Balkamp	Indianapolis, IN	Staff Accountant	2005 to 2006

I certify that the above information is correct to the best of my knowledge.		
SIGNATURE OF INSTRUCTOR	DATE	

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NAME:	Sears	Aaron	
1474 121	(Last)	(First)	(Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration – Marketing

#### **LEG101 Business Law**

Source of Training/Education	Location	Area or Subject of Training/Education		od of dance To:
Ball State University	Muncie, IN	Criminal Justice BS	1990	1995
				The state of the s
			Employe	ent Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Greenwood Probation	Greenwood, IN	Support Officer	2005	
Hendricks County Probation	Indianapolis	Support Officer	2004	2005
Marion County	Indianapolis	Support Officer	1996	2000

I certify that the above information is correct to the best of my knowledge.		
SIGNATURE OF INSTRUCTOR	DATE	

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	•		
NAME: Temple	Dian		
(Last)	(First	) (1V	liddle)
NAME OF INSTITUTION: Indiana Business College - Indianapolis			
Specific Courses that	vou Teach in a Progr	am: Business Adminis	stration – Marketing
CSS100 Strategies; SP	C101 Presentation Skil	ls	
000 100 01141091001			
		A Cubings of	Period of
Source of	Location	Area or Subject of	Attendance
Training/Education		Training/Education	From: To:
		Dueiness	1994 1996
Indiana Wesleyan U.	Marion, IN	Business Administration	1554
		MBA	
Indiana Wesleyan U.	Marion, IN	Business BS	1988 1991
		111111111111111111111111111111111111111	///////////////////////////////////////
	Location	Exact Nature of	<b>Employment Period</b>
Applicable Experience	Location	Experience	From: To:
IPL	Indianapolis, IN	Customer Service	1981 1998
I certify that the above information is correct to the best of my knowledge.			
SIGNATURE OF INST	RUCTOR	DATE	

## INSTRUCTOR'S QUALIFICATION RECORD

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NAME:

Whalen,

(Last)

E.

(First)

**Alan** (Middle)

NAME OF INSTITUTION: Indiana Business College - Indianapolis

Specific Courses that You Teach in Program: Business Administration — Marketing ACC101 Accounting I; ACC102 Accounting II; FIN200 Introduction to Finance; MAT105 Business Math

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance From: To:
Indiana University	Indianapolis, IN	BS in Criminal Justice and Sociology	From: To: 1972 to 1976
University of Indianapolis	Indianapolis, IN	МВА	1983 to 1987
Applicable Experience	Location	Exact Nature of Experience	Employment Period From: To:
Home Town America	El Mirage, AZ	Manager	5/00 to 5/04
Charter Hospital	Indianapolis, IN	Facility Manager	4/99 to 4/00
Floors Are Us	Indianapolis, IN	General Manager	11/95 to 3/99